



**EMBASSY  
SUITES  
by Hilton™**

Jonesboro Red Wolf  
Convention Center

**Billing Information  
Exhibitor Information**

|                   |  |                |  |
|-------------------|--|----------------|--|
| Event Name:       |  | Event Date(s): |  |
| Company:          |  | Email:         |  |
| Address:          |  |                |  |
| City, State, Zip: |  |                |  |
| Phone Number:     |  | Booth Number:  |  |

**Audiovisual Requests-Prices are  
Per day, 9.5% Sales Tax not**

| Quantity | Item                           | Price               | Date(s) Requested |
|----------|--------------------------------|---------------------|-------------------|
|          | 25' AC Cable w/Power           | \$15.00 per day     |                   |
|          | 50" TV Flat Panel Monitor      | \$350 per day       |                   |
|          | 70" Flat Panel Monitor w/Stand | \$450 per day       |                   |
|          | Flip-chart w/Markers           | \$55 per day        |                   |
|          | Wireless LED Up-Lights         | \$75 per day (each) |                   |
|          | 6' HDMI Cable                  | \$15 per day        |                   |
|          | 25' HDMI Cable                 | \$25 per day        |                   |
|          | 50' HDMI Cable                 | \$50 per day        |                   |
|          | Electricity                    | \$15 per day        |                   |
|          | Power strip/Extension Cord     | \$15 per day        |                   |

Additional equipment available upon request. Please ITA A/V for further assistance at [jonesboro.embassy-suites@ita.com](mailto:jonesboro.embassy-suites@ita.com)

| Quantity | Item                      | Price | Date(s) Requested |
|----------|---------------------------|-------|-------------------|
|          | Wired Internet Connection | TBD   |                   |

Please speak with CSM about Wired Internet Connection needs. This will be charged on an as needed basis.

|             |  |             |  |
|-------------|--|-------------|--|
| Setup Date: |  | Setup Time: |  |
|-------------|--|-------------|--|

Service Charge and Sales Tax will be applied to A/V pricing.

**Please email request form to:**

Anna Tribble, Convention Service Manager

Email:

[anna.tribble@ohospitalitymanagement.com](mailto:anna.tribble@ohospitalitymanagement.com)

Phone Number: 870.417.2400

**Please Note:**

Power access for exhibitor booths will be located at the back of the booth. It is the exhibitor's responsibility to route power to specific locations within their booth(s). AC cables are available upon request, while supplies last for an additional cost or can be ordered from request form.

A credit card authorization form will be sent via a secured link to secure the deposit and final payment of the event. *Please complete all areas. Incomplete requests may be rejected.*

By signing this document, I give Embassy Suites by Hilton Jonesboro Red Wolf Convention Center authority to charge my credit card for all charges incurred on my account as well as to obtain any necessary pre-authorization for any estimate charges on the afore mentioned. Furthermore, I authorize Embassy Suites by Hilton Jonesboro Red Wolf Convention Center to verify the afore mentioned and agree to hold Embassy Suites by Hilton Jonesboro Red Wolf Convention Center harmless of all disputes with the credit card company issuing the afore mentioned card.

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Signature

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Date