

PLANT RENTAL

EXHIBITOR ORDER FORM

E-mail form to:
Landscaping Supervisor
Plants@hccaeg.com

NAME OF EVENT		DELIVERY DATE / TIME	REMOVAL DATE / TIME
EXHIBITING FIRM	BILLING CONTACT		ROOM / BOOTH NUMBER(S)
BILLING ADDRESS		CITY	STATE ZIP
ON SITE SHOW CONTACT		CELLULAR TELEPHONE NO.	FAX NO.

PAYMENT BY CASH, COMPANY CHECK, MONEY ORDER, OR CREDIT CARD IN U.S. DOLLARS MUST ACCOMPANY THIS ORDER.

CASH COMPANY CHECK MONEY ORDER MAKE CHECK PAYABLE TO: "AEG MANAGEMENT HCC, LLC"

CREDIT CARD & TYPE:* VISA MASTERCARD AMEX DISCOVER DINERS CLUB JCB

***Credit card payments will be subject to a 4% administrative fee.**

CREDIT CARD NUMBER	EXP. DATE	SECURITY CODE (3 or 4 digit)
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I hereby authorize the purchase amount listed below to be charged to my credit card plus a 4% administrative fee.

CARDHOLDER NAME (Please print)	CARDHOLDER SIGNATURE	DATE
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ADVANCE ORDERS MUST BE RECEIVED WITH FULL PAYMENT OR CREDIT CARD AUTHORIZATION NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY. A REPLACEMENT FEE OF \$50.00 WILL BE CHARGED FOR ANY PLANTS THAT ARE MISSING OR DAMAGED. PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.



4 - 6' ARECCA PALM

We have other plants available in limited quantities.

For more information, please contact our Landscaping Supervisor at: (808) 943-3036 or (808) 479-1761

QUANTITY	ADVANCE ORDER	STANDARD ORDER	AMOUNT
	\$15.00 / Event	\$25.00 / Event	\$

PLANT RENTAL INCLUDES DAILY WATERING AS NECESSARY (DEPENDING ON THE LENGTH OF THE RENTAL)
Please call our Landscaping Supervisor at (808) 943-3036 or (808) 479-1761 for questions/changes.

PLEASE INCLUDE YOUR FLOOR PLAN FOR PLANT LOCATION

PLANT RENTAL ORDER FORM INFORMATION
(Exhibitor Orders)

Conditions for processing Plant Rental order forms are:

1. Plant rentals are 4-6' Arecca Palms.
2. Other plants are available in limited quantities. For more information, please contact our Landscaping Supervisor at (808) 943-3036 or (808) 479-1761.
3. Plant Rental includes daily watering or change-out, as necessary.
4. Meeting Room (s) or Booth Number (s) must be identified on form.
5. Prices subject to change without notice.
6. Please email plant rental form to: plants@hccaeg.com.
7. Unpaid balances are subject to past due penalties.
8. All plants furnished by HCC shall remain the property of HCC and shall be removed by HCC at the close of the event.
9. There is a \$50.00 replacement fee for any plant damaged or missing.

Service Order request and payment:

1. This service order must be received with **full payment or credit card authorization no less than fifteen (15) days prior to first scheduled move-in day**. All other orders will be processed on a first-come, first-serve basis, subject to availability.
2. Checks should be made payable to: "AEG MANAGEMENT HCC, LLC"
3. Refund will not be considered unless filed in writing by the exhibitor **PRIOR** to the beginning of the exposition. Please allow thirty (30) days for processing.
4. A \$20.00 service charge will be made for each returned check.