COMMUNICATION, AUDIO VISUAL, MISCELLANEOUS SERVICE ORDER

California Orthopedic Association – April 2025

Please complete and return to Director of Meetings & Events - Attention: Greg Mayer
Email: gmayer@hiltonuniversal.com Fax: (818) 509-2031   Phone: (818) 623-1409

ALL ORDERS ARE DUE BY 7/8 2024

On-Site Contact:_____   Company:_____

Booth/Table # ____

Address:_____   City / State:_____
 Zip Code:_____

Phone #:_____   Cell #:_____

Email: _____

Will you be an overnight guest during the conference: Yes _____   No_____
If yes, would you like the charges below to be applied to your guest room? Yes _____   No_____

PAYMENT METHOD

Credit card information must be received prior to the event date. Credit card link will be sent through Sertifi a secure financial website to the email provided on the form. The hotel no longer accepts written credit card information for payment. Client must complete the credit card link to process payment.

Please complete from the options below based on your Exhibit needs. For Power needs include start and end dates:

# _____ Box Delivery	$15.00 ++ Each	$
# _____ Large Cases	$25.00 ++ Each	$
# _____ Pallet Delivery	$165 ++ Each Way	$
# _____ 20 AMP Extension Cord & Power Strip **(From: To:**	$30 ++ Each Per Day	$

All equipment/services are subject to 9.50% State of California State Tax and 25% Service tax

Shipments will be accepted up to three (3) days prior to set up date. Shipment MUST be addressed as follows:

Include Name of Meeting and Dates
Attn: (Name of On-Site Contact), (Company Name)
c/o Greg Mayer – Director of Meetings & Events
Hilton Los Angeles/Universal City
555 Universal Hollywood Drive
Universal City, CA 91608

25% late fee will be assessed for orders received after the above return date

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(Please note: Labeling boxes any other way than above may cause delay of delivery)
Outbound shipments for FedEX or UPS should be packed, sealed and labeled with pre-paid shipping labels. Shipments will be sent the day after the show closes. Shipments will be sent back on the next business day after show closes.

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