



**CONVENTION SERVICES ORDER FORM**

**TIES User Group  
March 16 – 18, 2015**

*Vendor Fee paid to TIES includes: (1) SKIRTED 8 FOOT TABLE, (1) TRASH CAN, (2) CHAIRS and DAILY CLEANING SERVICE – THE HALL IS CARPETED*

*Prices are for duration of the tradeshow*

SERVICE	ADVANCED ORDER	ON ARRIVAL	Quantity	Total
110 ELECTRIC / 20 AMP (Per Booth/Vendor)	\$25.00	\$40.00		
TELEPHONE LINE	\$50.00	\$75.00		
Additional Skirted 8ft. table (30 Inches wide)	\$20.00	\$25.00		
Skirted 6ft. table (18 inches wide)	\$10.00	\$12.00		
Misc. AV Equipment Available for Rent	Inquire	Inquire		
<b>Subtotal</b>				
<b>9.75 % tax</b>				
<b>TOTAL</b>				

If you are guest staying at Music Hotel, or Music Road Inn – charges may be authorized to be placed on your room and charged as part of your room. You should indicate reservation number below when sending your form. Credit card number will be held on file in-case your lodging plans change.

If you are not a guest, payment by credit card is required.

NAME OF COMPANY: \_\_\_\_\_

ON-SITE CONTACT NAME FOR SHOW: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email contact: \_\_\_\_\_

CARD TYPE: \_\_\_\_\_ Number \_\_\_\_\_ Expires: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

Card will be charged on first day of event. Authorized Signature \_\_\_\_\_

**COMPLETE & SEND BY FAX TO:**  
**Rebecca Latta, Events Manager**  
 Music Road Hotel & Convention Center  
 303 Henderson Chapel Road, Pigeon Forge, TN 37863  
 FAX: 865-286-1785  
 OR: 865-286-2236  
[rlatta@musicroadhotel.com](mailto:rlatta@musicroadhotel.com)

I WOULD LIKE CHARGES PLACED ON MY ROOM Confirmation # _____ AT Music Road INN * Music Road HOTEL
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**PHONE FOR QUESTIONS OR SPECIAL ORDERS: REBECCA LATTA – 865-286-1786**