



Exhibitor Services Order Form

Please note that completed, signed forms must be returned two weeks prior to event to be serviced.

Convention Name:

Function Dates:

Exhibitor/Company Name:

Furniture: (1) 6' table, tablecloth and skirt are available with your exhibit fee paid by the group.

Electrical:

- Any exhibit requiring more than a standard 115-volt outlet must furnish information at least (2) weeks in advance and will be charged an additional fee. ***Note:** Special servicing or wiring will be charged at prevailing rate for materials and labor. Requests within 2 weeks of event may be charged additional fees.
- All extension cords, furniture, and linens are property of Kiawah Resort and may not be taken from the premises.

STANDARD POWER CORD REQUESTED (no charge) YES _____ NO _____

Internet Lines:

25/25 Mbps basic internet - \$175 per day with \$200 one time setup fee Additional speeds/SSID available – contact Conference Services Manager below. (NOTE: All public meeting spaces have complimentary wireless access).

Tracking numbers can be sent whenever you have them if you'd like.

of boxes < 25 lbs: _____
Ship Date: _____ Arrival Date: _____

Carrier: _____ Tracking #: _____

of boxes > 26 lbs: _____
Ship Date: _____ Arrival Date: _____

Carrier: _____ Tracking #: _____

of boxes > 101 lbs: _____
Ship Date: _____ Arrival Date: _____

Carrier: _____ Tracking #: _____

of boxes > 201 lbs: _____
Ship Date: _____ Arrival Date: _____

Carrier: _____ Tracking #: _____

SHIPPING ADDRESS (FEDEX, UPS, USPS) – you can send freight up to 1 week prior to conference date:

Jordan Sasser– HOLD FOR: SACS
Kiawah Island Resort- West Beach Conference Center
2 Shipwatch Road
Kiawah Island, SC 29455

[Jordan Sasser@kiawahresort.com](mailto:Jordan.Sasser@kiawahresort.com)