



**COMMUNICATION, AUDIO VISUAL, MISCELLANEOUS SERVICE ORDER**  
**SuperReturn US West and SuperVenture US West – April 7-10, 2024**  
*Please complete and return to Sr. Convention Services - Attention: Nancy Ceballos*  
 Email: [nceballos@hiltonuniversal.com](mailto:nceballos@hiltonuniversal.com) Fax: (818) 509-2031 Phone: (818) 623-1408

**ALL ORDERS ARE DUE BY April 4, 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***

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 Nancy Ceballos, Sr. Convention Services Manager***  
***Hilton Los Angeles/Universal City***  
***555 Universal Hollywood Drive***  
***Universal City, CA 91608***

***(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.***

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