



VENDOR SERVICES REQUEST FORM

GROUP: NCBA 39th Annual Symposium CSM: Christine McCullough

VENDOR SET-UP DATE: Wednesday, August 23, 2017 @ 9:00 a.m.

VENDOR TEAR-DOWN DATE: Thursday, August 24, 2017 @ after 12:00 p.m.

Location: Carolina Hall

VENDOR NAME:

BOOTH #:

Table with columns: TYPE, # NEEDED, CHARGES. Rows include TELEPHONE, LINES, ELECTRIC, CORDS/CONNECTORS, and Exhibition Company Hired.

*Full payment must accompany this form or your order will not be processed. Services are not refundable for no-shows or unused items. Refunds will only be granted outside 14 days.

METHOD OF PAYMENT (CHECK WILL NOT BE ACCEPTED)

CREDIT CARD:

Card # Exp. Security Code

Cardholder Name:

Receipt to be sent to: (Fax number or email address)

VENDOR COMPANY NAME:

Address:

Phone:

Authorized Signer:

Date:

PINEHURST, LLC
Conference Services
ATTN: Ms. Jo Prentiss
Joann.prentiss@pinehurst.com
80 Carolina Vista
Village of Pinehurst, NC 28374

Phone: 910-235-8201
Fax: 910-255-3368