

FLORAL ARRANGEMENT ORDER FORM

E-mail form to:
Housekeeping Manager
lvito@hccaeg.com

NAME OF EVENT				EVENT DATE (S)	
COMPANY NAME		BILLING CONTACT		ROOM(S) / BOOTH NUMBER(S)	
BILLING ADDRESS			CITY	STATE	ZIP
ON SITE SHOW CONTACT			MOBILE PHONE NUMBER	FAX NO.	
DELIVERY DATE	TIME	REMOVAL DATE	TIME		
BILL TO ACCOUNT - By signing below, I authorize the purchase amount listed below to be charged to my master account.					
PLEASE PRINT NAME		AUTHORIZED SIGNATURE		DATE	

**ORDERS MUST BE RECEIVED NO LATER THAN 10 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY.
PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.**

Item Number: FL-01

***Tabletop tropical floral arrangement
in 6" base***

Base types available:

- Round base in black
- Round base in white
- Square base in black



Item No.	Qty	Base type	Standard Order (10 or more days prior to event)	Total	Delivery date / time	Delivery location
FL-01			\$65.00			

**For more information about floral arrangements, please contact
our Housekeeping Manager at (808) 943-3530 or (808) 479-7640.**

PLEASE INCLUDE YOUR FLOOR PLAN FOR FLORAL ARRANGEMENT LOCATION

FLORAL ARRANGEMENT ORDER FORM - TERMS AND CONDITIONS

1. Floral arrangements are 18" in height and will be composed of a variety of tropical florals and greenery.
2. All information requested on this form including the delivery date, delivery time, meeting room location and booth number (if applicable) must be provided before order can be processed.
3. There is a maximum of 10 arrangements.
4. Rates are subject to change without notice. Customers will be charged the prevailing rates on the date order is received by HCC.
5. Rates include complimentary delivery of floral arrangement(s) to your booth or meeting room.
6. Order forms should be emailed to: lvito@hccaeg.com.
7. By signing this form, customers are providing authorization for the specified floral arrangement purchases to be charged to their master account.
8. Unpaid balances are subject to past due penalties.