



Remit to: Attn: Event Technology
 9721 Arboretum Blvd. Austin, 78759
 Phone: (512) 795-6099 or (512) 795-6098
 Fax: (512) 795-6090
event.technology@renaissancehotels.com

Conference Name: _____

Event Dates: _____

Deadline: _____

EXHIBITOR REQUEST FORM

ORGANIZATION _____ BOOTH # _____ DELIVERY DATE/TIME _____

ADDRESS _____ PICK UP DATE / TIME _____

CITY _____ STATE _____ ZIP _____ PHONE _____

ON-SITE CONTACT _____ FAX _____

METHOD OF PAYMENT:

Credit Card Type: _____ Company Check Check # _____

Credit Card Number _____ Expiration Date _____

Name on Card _____ Signature _____

Will you need a receipt? Please circle Yes/ No If marked "Yes", please provide email address _____

AUDIOVISUAL EQUIPMENT

HIGH SPEED INTERNET / TELEPHONE / DELIVERY / STORAGE

Orders received within 48 hours of event will be subject to 25% price increase

AUDIOVISUAL EQUIPMENT	DAILY RATE
____ LCD and Plasma Screen Monitors available	CALL
____ 19" LCD Monitor	\$121.00/each/day
____ Extension Cord w/Power Strips	\$30.00/each/day
____ Tripod Screens	\$55.00/each/day

AUDIO VISUAL EQUIPMENT SUBTOTAL \$ _____

Additional AV equipment available upon request. All prices are subject to prevailing service charge and tax (Currently 22% service charge and 8.25% state sales tax)

HIGH SPEED INTERNET CONNECTION

High Speed Internet One time Set Up Fee \$100.00

Wired	DAILY RATE
	\$35 per user/ per day
Wireless	\$12.95 per user/ per day

\$35 x _____ (# of users) x _____ (# of days) + \$100 set up fee = Internet Subtotal
 \$12.95 x _____ (# of users) x _____ (# of days) + \$100 set up fee = Internet Subtotal

HIGH SPEED INTERNET SUBTOTAL \$ _____

** All prices are subject to prevailing service charge and tax (Currently 22% service charge and 8.25% state sales tax)**

TELEPHONE SERVICE

	DAILY RATE
____ Unrestricted analog phone line	\$ 80.00+Phone Calls
____ Direct Inward Dial line	\$160.00+Phone Calls

TELEPHONE SUBTOTAL \$ _____

** All prices are subject to prevailing service charge and tax (Currently 22% service charge and 8.25% state sales tax)**
Telephone rental rates are exclusive of phone call charges

DELIVERY / STORAGE FEES for questions please call (512) 795-6099

____ # of Boxes X \$10.00 per Box	\$ _____
____ # of Pallets X \$175.00 per Pallet	\$ _____

**The Hotel cannot be responsible for handling of freight material. Any item over 250 pounds must be delivered to the event location by a drayage company at the exhibitor's expense. This includes heavy machinery or large equipment used for tradeshow. **

DELIVERY/STORAGE SUB-TOTAL \$ _____

ELECTRICAL	SHOW RATE
____ 500 Watt/120V	\$65.00/each
____ 1000 Watt/120V	\$95.00/each
____ 20AMP/120V	\$125.00/each
____ 20AMP/208V, /three phase	\$150.00/each
____ 30AMP/120V , single phase	\$155.00/each
____ 30AMP/208V, single/three phase	\$175.00/each
____ 50AMP/120V single phase	\$195.00/each
____ 50AMP/208V, three phase	\$225.00/each
____ 100AMP/120V single phase	\$375.00/each
____ 100AMP/208V, three phase	\$575.00/each

ELECTRIC SUBTOTAL \$ _____

** Please add an additional 50% to Overhead Electrical Service**
**Prices listed above are for electrical drops only. Should there be a need for additional labor for extensive set-ups, please refer to the labor rates listed below **

All electrical prices are subject to 6% tax. Extension Cords and Power Strips are not included with electrical requests. To order, please see price listed under Audio Visual Equipment section

BANNER HANGING Additional equipment and labor fees may apply to extensive set-ups and banner larger than 10'. Please contact Event Technology at (512) 795-6099 for details.

____ Up to 6' in length	\$45.00
____ 6' to 10' in length	\$90.00
____ over 10' in length	CALL

BANNER SUB-TOTAL \$ _____

LABOR RATES:

Monday– Friday 7:00AM to 5:00PM	\$45.00 per hour
Monday– Friday 5:00 PM to 7:00 AM	\$67.50 per hour
Saturday–Sunday	\$67.50 per hour
Holiday	\$90.00 per hour

LABOR SUB-TOTAL \$ _____

Questions regarding services should be directed to:

Renaissance Event Technology
 Phone: (512) 795-6099 or (512) 795-6098 Fax: (512) 795-6090

Renaissance Austin Hotel Event Technology

TERMS AND CONDITIONS

1. Orders must be received a minimum of (10) days prior to the scheduled show opening date.
2. Payment in full must be rendered prior to delivery of service. NO EXCEPTIONS.
3. Credit will not be given for electrical service installed and not used.
4. All material and equipment furnished by Renaissance Austin Hotel Event Technology for the service order shall remain the property of the hotel and shall be removed only by the hotel staff at the close of the show.
5. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
6. Walls, columns and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
7. All equipment, regardless of power, must comply with all federal, state and local codes.
8. Use of open sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
9. Under no circumstance should anyone other than a "house electrician" make electrical connections.
10. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
11. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 12.- All exhibitor's extension cords and power strips must be securely taped down. It is the exhibitor's responsibility to bring tape no less than 3" wide to tape any cables. Should the exhibitor fail to secure the cables, the hotel will assess a labor fee of \$90
13. Overhead Electrical Service: Add 50% to service requirement charge.

ESTIMATED CHARGES	
AUDIOVISUAL SUB-TOTAL	\$ _____
22% Service Charge	\$ _____
8.25% Tax (<i>Applies to Audio Visual and Serv. Charge</i>)	\$ _____
TOTAL AUDIOVISUAL	\$ _____
HIGH SPEED INTERNET SUB-TOTAL	\$ _____
22% Service Charge	\$ _____
8.25% Tax (<i>Applies to Internet requests and Serv. Charge</i>)	\$ _____
TOTAL INTERNET	\$ _____
TELEPHONE SUB-TOTAL	\$ _____
22% Service Charge	\$ _____
8.25% Tax (<i>Applies to Telephone Rental and Serv. Charge</i>)	\$ _____
TOTAL TELEPHONE	\$ _____
ELECTRICAL SUB-TOTAL	\$ _____
6% Tax	\$ _____
TOTAL ELECTRICAL	\$ _____
TOTAL STORAGE / DELIVERY FEE	\$ _____
TOTAL BANNER HANGING	\$ _____
TOTAL LABOR	\$ _____
GRAND TOTAL	\$ _____
Cancellation of equipment and services must be received 24 hours prior to the event to avoid a 1 day rental charge. Please see your Event Technology representative for more information. Orders received within 48 hours of event will be subject to 25% price increase	

Revised 04/10