



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

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

**AUDIOVISUAL EQUIPMENT**

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" Flat Screen Monitors available	\$120.00
____ Extension Cords w/Power Strips	\$20.00
____ Tripod Screens	\$45.00/
<b>AUDIO VISUAL EQUIPMENT SUBTOTAL</b>	<b>\$ _____</b>

\*\*Additional AV equipment available upon request. All prices are subject to 22% service charge and state sales tax\*\*

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

\*\*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\*\*

<b>ELECTRIC SUBTOTAL</b>	<b>\$ _____</b>
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\*\*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\*\*

**HIGH SPEED INTERNET CONNECTION**

High Speed Internet One time Set Up Fee **\$100.00**

HIGH SPEED INTERNET CONNECTION	DAILY RATE
Wired	\$35 per user/ per day
Wireless	\$10.95 per user/ per day
\$35 x ____ (# of users) x ____ (# of days) + \$100 set up fee = Internet Subtotal	
\$10.95 x ____ (# of users) x ____ (# of days) + \$100 set up fee = Internet Subtotal	
<b>HIGH SPEED INTERNET SUBTOTAL</b>	<b>\$ _____</b>

\*\*All prices are subject to 22% service charge and state sales tax\*\*

**TELEPHONE SERVICE**

TELEPHONE SERVICE	DAILY RATE
____ Unrestricted analog phone line	\$ 80.00+Phone Calls
____ Direct Inward Dial line	\$160.00+Phone Calls
<b>TELEPHONE SUBTOTAL</b>	<b>\$ _____</b>

\*\*All prices are subject to 22% service charge and state sales tax\*\*

**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
<b>BANNER SUB-TOTAL</b>	<b>\$ _____</b>

**DELIVERY / STORAGE FEES**

____ # of Boxes X \$10.00 per Box	\$ _____
____ # of Pallets X \$175.00 per Pallet	\$ _____
<b>DELIVERY/STORAGE SUB-TOTAL</b>	<b>\$ _____</b>

\*\*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 tradeshows.\*\*

**LABOR RATES:**

Monday- Friday 7:00AM to 5:00	\$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
<b>LABOR SUB-TOTAL</b>	<b>\$ _____</b>

Questions regarding services should be directed to:

**Renaissance Event Technology**  
 Phone: (512) 795-6099 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 art 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 (Applies to Audio Visual and Serv. Charge) \$ \_\_\_\_\_

**TOTAL AUDIOVISUAL \$ \_\_\_\_\_**

### HIGH SPEED INTERNET SUB-TOTAL

22% Service Charge \$ \_\_\_\_\_

8.25% Tax (Applies to Internet and Serv. Charge) \$ \_\_\_\_\_

**TOTAL HIGH SPEED INTERNET \$ \_\_\_\_\_**

### TELEPHONE SUB-TOTAL

22% Service Charge \$ \_\_\_\_\_

8.25% Tax (Applies to Telephone and Serv. Charge) \$ \_\_\_\_\_

**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\*\*