



**EXHIBITOR REQUEST FORM  
AUSTIN RENAISSANCE HOTEL**

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

|                   |   |
|-------------------|---|
| YOUR ORGANIZATION | CONFERENCE NAME:                                      |
| ADDRESS           | EVENT DATES:  |
| CITY / STATE      | BOOTH #   |
| ON SITE CONTACT:  | DELIVERY/SET DAY: _____ DATE: _____ TIME: _____ AM/PM |
| PHONE:            | PICKUP/TEAR DAY: _____ DATE: _____ TIME: _____ AM/PM  |
| EMAIL:            |   |
| FAX #             |   |

|   |  |
|---|--|
| <b>METHOD OF PAYMENT</b>  |  |
| <input type="checkbox"/> CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS | <input type="checkbox"/> COMPANY CHECK CHECK # _____ |
| NAME ON CARD:   |  |
| CREDIT CARD NUMBER:   |  |
| EXPIRATION DATE:  |  |
| SIGNATURE TO SERVE AS AUTHORIZATION TO USE CREDIT CARD TO SETTLE CHARGES:   |  |
| Will you need a receipt ? YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please make sure to include your email address above) |  |

| AUDIO VISUAL EQUIPMENT  |                |
|---|----------------|
| Additional equipment available upon request                           |                |
| _____ 19" LCD Monitor   | \$ 200 per day |
| _____ 32" LCD Monitor   | \$ 325 per day |
| _____ 42" LCD Monitor with Stand                                      | \$ 400 per day |
| _____ 55" LCD Monitor with Stand                                      | \$ 450 per day |
| _____ 65" LCD Monitor with Stand                                      | \$ 475 per day |
| _____ Tripod Screens  | \$ 75 per day  |
| _____ Extension Cord with Power Strip                                 | \$ 30 per day  |
| AV EQUIPMENT SUB-TOTAL  | \$ _____       |
| Pricing subject to 24% Service Charge and Sales Tax (currently 8.25%) |                |

| HI-SPEED INTERNET   |                       |
|---|-----------------------|
| One Time Set Up Fee   | \$ 100                |
| Hard Wired Connections  | \$ 35 /each / per day |
| Wireless Internet Connections   | \$ 12.95/user/per day |
| Wired Internet Cost Breakdown   |                       |
| \$ 35 x _____ (# of lines) x _____ (# of days) + 100 set up = Internet Sub Total    |                       |
| Wireless Internet Cost Breakdown  |                       |
| \$ 12.95 x _____ (# of users) x _____ (# of days) + 100 set up = Internet Sub Total |                       |
| INTERNET SUB -TOTAL   | \$ _____              |
| Pricing subject to 24% Service Charge and Sales Tax (currently 8.25%)               |                       |

| ELECTRICAL   |  | Show Rate      |
|--|--|----------------|
| _____ 500 Watt 120V  |  | \$ 85.00 each  |
| _____ 1000 Watt / 120V   |  | \$ 105.00 each |
| _____ 20 AMP / 120 V   |  | \$ 125.00 each |
| _____ 20 AMP / 208V / Three Phase *  |  | \$ 225.00 each |
| _____ 30 AMP / 120V / Single Phase   |  | \$ 155.00 each |
| _____ 30 AMP / 208V / Three Phase *  |  | \$ 265.00 each |
| _____ 50 AMP / 120V / Single Phase   |  | \$ 195.00 each |
| _____ 50 AMP / 208V / Three Phase *  |  | \$ 350.00 each |
| _____ 100 AMP / 120 V / Single Phase   |  | \$ 375.00 each |
| _____ 100 AMP / 208V / Three Phase *   |  | \$ 750.00 each |
| ELECTRICAL SUB -TOTAL  |  | \$ _____       |
| Extension Cords and Power Strips are not included with electrical drops. To Order, please refer to AV Equipment Section                                      |  |                |
| Prices 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 services are subject to 6% occupancy tax.   |  |                |
| *Requires Overhead Installation in Exhibit Hall. Price includes Additional labor cost  |  |                |

**To Ensure Availability, please return your order at  
Least 10 days prior to the show set up date.**

**Last Minute Orders (Received Within 48 Hours of Show  
Set Up Date) are subject to a 25% Price Increase**

| BANNER HANGING           |          |
|--------------------------|----------|
| _____ Up to 6' in Length | \$ 45.00 |
| _____ 6' - 10' in Length | \$ 90.00 |
| _____ Over 10" in Length | Call     |
| BANNER SUB-TOTAL         | \$ _____ |
| Subject to 8.25% Tax     |          |

