

Exhibitor Request Form

If you have any questions or need help filling out this form,
please do not hesitate to contact the Event Technology Team at 512-765-6097
****Completing this form electronically will give an accurate cost estimate****

YOUR INFORMATION

Company Name _____
Phone _____ Fax _____
Your Name _____
Email Address _____
Address _____
City _____ State _____ Zip _____

SHOW INFORMATION

Conference Name _____ Booth # _____
Start Date _____ End Date _____
Start Time _____ End Time _____
On-Site Contact _____
On Site Contact/Cell Phone _____

BILLING INFORMATION

Master Card VISA American Express Check (payable to Event Technology - Renaissance Austin Hotel) Check # _____
Card Holders Name (as it appears on card) _____
Credit Card # _____
Exp (month/year) _____ Security Code (if applicable) _____
Signature (to serve as authorization to use credit card to settle charges) _____
Will you Need a Receipt? No Yes (if yes, please make sure to include your email address above)

All Electrical Orders incur State Occupancy Tax

Audio Visual & Internet Fees subject to Service Charge & Tax (Service Charges are subject to Tax) +B53

ORDERING GUIDELINES & REQUIREMENTS

1. Please submit this form 10 days prior to the show setup date in order to ensure availability.
2. If exhibitor is providing their own cables, all cable must be taped down or a \$90.00 fee will be charged.
3. Under no circumstances should anyone other than a house electrician make/break electrical connections.
4. Credit will not be given for electrical services installed but not used.
5. Walls, columns, and utility outlets are not a part of booth space and shall not be used by exhibitors
6. All equipment must be properly tagged and wired with complete information as a type of current, voltage, amperage, phase, cycle, horsepower, etc.
7. All equipment must comply with local, federal, and state codes.

CANCELLATIONS

1. Cancellations must be received 48 hours prior to avoid a 1-day rental charge.
2. Cancellations made on the day of the show will be subjected to a 1-day rental charge.

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Audio/Video	Daily Rates	QTY	# of Days	Sub Total
19" LCD Monitor	\$200			
32" LCD Monitor	\$325			
42" LCD Monitor	\$400			
55" LCD Monitor	\$450			
65" LCD Monitor	\$475			
Power Strip w/ Extension Cord	\$30			

Standard Electrical	Show Rate	QTY		Sub Total
500 Watt/120V	\$85		—	
1000 Watt/120V	\$105		—	
20A/120V	\$125		—	

Extension Cords and Power Strips are not included with Electrical Drops. Please Order Above.

208V Service	Rate Per Amp	# AMPS		Sub-Total
Single Phase	\$8		—	
Three Phase	\$10		—	

Internet	Daily Rates	QTY/Users	# of Days	Sub-Total
Wired	\$65			
Wireless	\$25			

Banner Hanging	Rate	QTY		Sub-Total
Up to 6' Length	\$45		—	
7' to 10' Length	\$90		—	

Rental Totals	Sub-Total	25% Service Charge	8.25% State Tax	6% State Occupancy	Total
Equipment					
Electrical		—	—		
Internet Sub Total				—	
Banner Hanging		—			
Total Estimated Charges					

Service Charge and Taxes outlined are current rates. Subject to change based on rates in effect at the time of the event.

RETURN FOR PROCESSING

Renaissance Austin Hotel
 Event Technology Department
 9721 Arboretum Blvd | Austin, TX 78759
 Phone: (512) 795-6097 Fax: (512) 795-6090
 event.technology@renaissancehotels.com

<p>OFFICE USE ONLY</p> <p>Event Order # _____</p> <p>PMS # _____</p> <p>CC Authorization _____</p>
