



**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	

