



**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

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 #			

METHOD OF PAYMENT	
<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	

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RENAISSANCE AUSTIN 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. Sorry, No Exceptions.
3. Credit will not be given for Electrical Service Installed but not used.
4. All material and equipment furnished by Renaissance Austin Hotel for The service order shall remain the property of the hotel and shall be Removed only by the hotel staff at the conclusion of the show.
5. Rates quoted for all connections cover the delivery and service to the Booth/space in the most convenient manner and do not include Connecting equipment and/or special wiring. Request for special services Such as placing cords or relocating service(s) will be subject to additional Labor fees.
6. Walls, columns, and permanent building utility outlets are not a part of 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 circumstances 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 access a labor fee of \$ 90
13 Overhead Electrical Service will incur additional 50% fee.

ESTIMATED CHARGES	
AUDIO VISUAL SUB-TOTAL	\$ _____
24% Service Charge	\$ _____
8.25% Tax (Applies to both AV & Service Charge)	\$ _____
TOTAL AUDIO VISUAL	\$ _____
HI SPEED INTERNET SUB-TOTAL	
24% Service Charge	\$ _____
8.25% Tax (Applies to both Internet & Service Charge)	\$ _____
TOTAL HI SPEED INTERNET	\$ _____
ELECTRICAL SUB-TOTAL	\$ _____
6% Occupancy Tax	\$ _____
TOTAL ELECTRICAL	\$ _____
BANNER HANGING FEE	\$ _____
8.25% Tax	\$ _____
TOTAL BANNER HANGING FEE	\$ _____
GRAND TOTAL	\$ _____
Cancellation of Equipment and Services Must Be received 24 hours prior to avoid a 1 day rental charge.	
Orders received within 48 hours will be subject to 25% price increase	