



Remit to: Attn: Event Technology
 9721 Arboretum Blvd. Austin, 78759
 Phone: (512) 795-6099 Fax: (512) 795-6090
gisselle.martin@renaissancehotels.com

DEADLINE: _____

CONFERENCE NAME: _____

EXHIBITOR REQUEST FORM

ORGANIZATION _____ ROOM /BOOTH # _____

ADDRESS _____ DELIVERY DATE/TIME _____

CITY _____ STATE _____ ZIP _____ PHONE _____

ON-SITE CONTACT _____ FAX _____

METHOD OF PAYMENT:

Bill to Room Room # _____ Credit Card Type: _____ Company Check Check # _____

Credit Card Number _____ Expiration Date _____

Name on Card _____ Signature _____

AUDIOVISUAL EQUIPMENT	
HIGH SPEED INTERNET / TELEPHONE/ ELECTRICAL	
AUDIOVISUAL EQUIPMENT	DAILY RATE
____ 20" TV/VCR Package	\$100.00
____ 27" TV/VCR Package	\$185.00
____ LCD Projector	CALL
____ CRT and Flat Screen Monitors available	CALL
____ Extension Cords	\$10.00/each
____ Power Strips	\$10.00/each
AUDIO VISUAL EQUIPMENT SUBTOTAL	\$ _____
<i>**Additional AV equipment available upon request. Discounts available for multiple days. All prices are subject to 21% service charge and state sales tax**</i>	
HIGH SPEED INTERNET CONNECTION	
High Speed Internet One time Set Up Fee	\$100.00
	DAILY RATE
	\$35 per user / per day
\$35 x _____ (# of users) x _____ (# of days) + \$100 set up fee = Internet Subtotal	
HIGH SPEED INTERNET SUBTOTAL	\$ _____
<i>**All prices are subject to 21% service charge and state sales tax**</i>	
TELEPHONE SERVICE	
	DAILY RATE
____ Unrestricted analog phone line	\$ 75.00+Phone Calls
____ Direct Inward Dial line	\$150.00+Phone Calls
TELEPHONE SUBTOTAL	\$ _____
<i>**All prices are subject to 21% service charge and state sales tax**</i>	
ELECTRICAL	
	SHOW RATE
____ Up to 500 Watt/120V	\$55.00/each
____ Up to 1000 Watt/120V	\$75.00/each
____ Up to 2000 Watt/120V	\$100.00/each
Any circuit larger than 20A /110V	CALL
ELECTRIC SUBTOTAL	\$ _____
<i>**All electrical prices are subject to 6% tax. Extension Cords and Power Strips not included with electrical requests. To order, please see price listed above**</i>	

DELIVERY / STORAGE FEES for questions please call (512) 795-6099	
_____ # of Boxes X \$5.00 per Box X _____ (# Additional Days) = \$ _____	
Crate \$50.00/100lb (there is a 200lb min)	= \$ _____
Special Handling \$65.00/100lb (there is a 200lb min)	= \$ _____
Uncrated/bubble wrap \$75.00/100lb (there is a 200lb min)	= \$ _____
DELIVERY/STORAGE SUB-TOTAL	\$ _____

BANNER HANGING	
____ Up to 6' in length	\$45.00
____ 6' to 20' in length	\$90.00
____ 20' or more	CALL
BANNER SUB-TOTAL	\$ _____

ESTIMATED CHARGES	
AUDIOVISUAL SUB-TOTAL	\$ _____
21% Service Charge	\$ _____
8.25% Tax	\$ _____
TOTAL AUDIOVISUAL	\$ _____
HIGH SPEED INTERNET SUB-TOTAL	\$ _____
21% Service Charge	\$ _____
8.25% Tax	\$ _____
TOTAL INTERNET	\$ _____
TELEPHONE SUB-TOTAL	\$ _____
21% Service Charge	\$ _____
8.25% Tax	\$ _____
TOTAL TELEPHONE	\$ _____
ELECTRICAL SUB-TOTAL	\$ _____
6% Tax	\$ _____
TOTAL ELECTRICAL	\$ _____
TOTAL STORAGE / DELIVERY FEE	\$ _____
TOTAL BANNER HANGING	\$ _____
GRAND TOTAL	\$ _____
<i>**Cancellation fees may apply. Please see your Event Technology representative for more information. Orders received within 48 hours of event will be subject to 25% price increase**</i>	