



Exhibitor Services Order Form

<p>Company Information:</p> <hr/> <p>Exhibitor Company Name</p> <hr/> <p>On-site Contact Name</p> <hr/> <p>Billing Address</p> <hr/> <p>City, State, Zip</p> <hr/> <p>Telephone Number</p> <hr/> <p>Fax Number</p> <hr/> <p>Email Address</p>	<p>Exhibitor Information <i>(Please Complete the requested)</i></p> <p>Event _____</p> <p>Booth # _____ Set Up Date _____</p> <p>Payment Terms & Conditions</p> <ul style="list-style-type: none"> Payment Total is due on exhibitor setup day. Any unpaid balances at the close of day will be removed until payment is settled in full. Purchase orders and checks are not accepted. Please have a valid credit card available for payment. Specialty items may require an advance deposit prior to arrival. Deposits are non-refundable. Exhibitor agrees pay for damages or equipment lost while in exhibitor's care or control. A 25% Service Charge will be applied to all AV services rendered for each day's use. Discount Price available 14 days prior to event, Standard Price available 13 to 4 days prior to event, Floor Price available 3 days prior to event and on-site. <p style="text-align: center;">For questions regarding pricing & services please contact Hotel's Audio Visual Department: Phone: 512-805-5350 Email: SanMarcosExhibitor@atriumhospitality.com</p>
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ELECTRICITY	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Basic Power*	\$20	\$30	\$45			
20 AMP Power**	\$55	\$75	\$95			

HIGH SPEED INTERNET						
Wi-Fi Connections (2 Users)	\$10	\$15	\$20			

Audio Visual						
43" Monitor	\$100	\$125	\$200			
Laptop Computer	\$225	\$275	\$350			
HDMI Cable	\$15	\$25	\$35			
25' VGA Cable	\$15	\$25	\$35			
6' MIL Protective Plastic 8x10/10x10 Exhibit booth	\$45	\$65	\$75			
Flip Chart	\$25	\$45	\$65			
Up lights	\$30	\$60	\$80			
Self-Powered Speaker	\$60	\$80	\$100			
4 Channel Mixer	\$50	\$50	\$70			
Wired Microphone	\$75	\$95	\$125			
Wireless Microphone	\$65	\$85	\$115			
Computer Sound Package	\$180	\$225	\$275			
Computer Speakers	\$15	\$25	\$55			

Accessories						
Labor- Half Hour Min.	\$45	\$55	\$60			
Cocktail Table or AV Cart	\$25	\$35	\$55			
6' or 8' Table	\$70	\$75	\$85			
Ice per 10 lbs.	\$10	\$15	\$20			
Hot Water per gallon	\$10	\$15	\$20			
Vehicle Load in	\$150-\$250	\$250-\$300	\$350			

*Includes electricity, power cord & labor

**Includes dedicated 20 AMP circuit, power cord & labor

	Subtotal
Service Charge	25%
Sales Tax	8.25%
Grand Total = Subtotal + 25% + 8.25%	Grand Total

I have indicated all Exhibitor Services I will need :

I will not need any Exhibitor Services:

Note: The 25% Service Charge is not a gratuity but a service fee assessed on all exhibitor fees and is non negotiable.

By submitting this form you automatically agree to pay the 25% service fee and all sales taxes associated.