

If you have any questions or need help filling out this form, please do not hesitate to contact the Event Technology Team at 512-795-6097

**\*\* Completing the form electronically will give you accurate cost estimate \*\***  
**CLICK PAPERCLIP ICON BELOW TO ACCESS ELECTRONIC VERSION**



<b>Your Information:</b>	
Company Name _____	Phone: _____
Your Name: _____	Fax: _____
Email Address: _____	
Address: _____	City: _____ State: _____ ZIP: _____

<b>Show Information</b>	
Conference Name _____	Booth # _____
On-Site Contact _____	Start Date: _____ End Date: _____
On-Site Contact/Cell Phone _____	Start Time: _____ End Time: _____

<b>Billing Information</b>	
<input type="checkbox"/> Master Card <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/> 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)

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	# of Days	Sub Total
500 Watt/120V	\$85			
1000 Watt/120 V	\$105			
20A/120V	\$125			

Extension Cords and Power Strips are not included with Electrical Drops. Please Order above if ne

** 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	# of Days	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					
<b>Total Estimated Charges</b>					

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](mailto:event.technology@renaissancehotels.com)

### 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 to 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.

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