

## CONVENTION EXHIBITOR REQUEST FORM

### EXHIBITOR INFORMATION

Exhibitor Company Name: \_\_\_\_\_ Booth/ Table #: \_\_\_\_\_  
 On- Site Contact: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
 Billing Contact Email: \_\_\_\_\_

### INTERNET

Installation Date/ Time: \_\_\_\_\_ Disconnect Date/ Time: \_\_\_\_\_

Comments:

<input type="checkbox"/> Wired Internet Line 1 <sup>st</sup> Computer (\$200) <input type="checkbox"/> Additional Wired Line(s) (\$100/ ea.)	<input type="checkbox"/> Wireless Internet 1 <sup>st</sup> Computer (\$50) <input type="checkbox"/> Additional Wireless Connection(s) (\$25/ ea.) On-site Hotel AV Staff will provide access code
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### TELEPHONE

Installation Date/ Time: \_\_\_\_\_ Disconnect Date/ Time: \_\_\_\_\_

Line Type:  Dial "8/9" Local/ Long Distance (Out Calling/ Credit Card) (\$75 + calls)  
 Direct In Dial (Out & In Calling) (\$150.00 + calls)

### MISCELLANEOUS

Installation Date/ Time: \_\_\_\_\_ Disconnect Date/ Time: \_\_\_\_\_

<input type="checkbox"/> 42" Monitor (\$500) <input type="checkbox"/> 19" Sony Flat Screen Monitor (\$200) <input type="checkbox"/> Flipchart w/Pad & Markers (\$50)	<input type="checkbox"/> Laptop Computer (\$350) <input type="checkbox"/> 27" TV / VCR or DVD Package (\$200) <input type="checkbox"/> DVD Player (\$100)
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### POWER

Installation Date/ Time: \_\_\_\_\_ Disconnect Date/ Time: \_\_\_\_\_

20-Amp Power Quad Box (\$40)     Extension Cord/ Power Strip (\$15) [For use with Quad Box]

Comments:

*A 22% taxable service charge & sales tax will be added to all orders where applicable. Prices quoted are per day/ per room. Requests must be accompanied by a Credit Card Authorization Form or Check payable to Renaissance Harborplace Hotel. Please contact hotel to confirm order total if paying by check. Please note that there may be limited stock of miscellaneous items; no order is guaranteed until confirmed. Please contact Kristina Lute for additional options or questions.*