



RENAISSANCE ATLANTA WAVERLY HOTEL
 2450 Galleria Parkway SE, Atlanta, GA 30339-3130
 Phone: 770-303-3218 Email: rrwilliams@psav.com



Revised 07/11/17

Exhibitor Service Order Form

COMPANY NAME:	CONTACT NAME:	Phone :	Email:
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NAME OF CONFERENCE (REQUIRED FOR PROCESSING):	VISA MC AMEX DINERS DISCOVER	Hotel MASTER <input type="checkbox"/>	Exp Date:
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ADDRESS:	Credit Card #	CVV/CID
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CITY:	STATE:	ZIP	PRINT NAME:
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SETUP DATE:	Time:	Booth #:	Cardholder Signature:
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STRIKE DATE:	Time:
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LOCATION / EXHIBIT BOOTH #:	Charges are per day plus 25% Service Charge and 6% SalesTax
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ELECTRICAL OUTLETS			
Quantity	Description	Regular Price	Subtotal
	0- 500 Watts Outlet Duplex	\$90.00	
	20 Amp Single Phase	\$180.00	
	30 Amp Single Phase	\$200.00	
	30 Amp Three Phase	\$320.00	

GENERAL AUDIO VISUAL			
Quantity	Description	Regular Price	Subtotal
	Powered Speaker	\$ 110.00	
	24" LCD Monitor	\$ 215.00	
	50" LCD Monitor W/Stand	\$ 725.00	
	B&W Printer (Paper not included)	\$ 100.00	
	Laptop Computer	\$ 250.00	
	Flipchart Package	\$ 96.00	
	Tripod Screen	\$ 95.00	

208 V & Higher Voltages. There is a minimum labor charge of 1 hour for installation and 1/2 hour for removal of all high voltage services. Material charges may apply. If your requirement is not listed, please call for a quote.

- TERMS AND CONDITIONS**
- 1 Pricing is per day and it is subject to a 25% Service Charge and 6% Sales tax where applicable.
 - 2 No credits will be issued for installed power and equipment, even if not used
 - 3 Outlet rates listed include bringing the services to one location at the rear of all in-line peninsulas booths.
 - 4 Outlet rates listed do not include the connection of any equipment, special wiring, distribution of electrical services, or labor. Distribution from the power source to all other locations in a booth space regardless of both type requires labor.
 - 5 There is a \$47 labor charge for installing power strips and power cords.
 - 6 Standard wall and other permanent building utility outlets or sockets are not part of the booth space and may not be used by exhibitors unless electrical services have been ordered through the hotel.
 - 7 All equipment regardless of the source of power, must comply with Federal, State and Local codes. The Hotel reserves the right to inspect all electrical devices and connections to ensure compliance with codes for which labor charges can be incurred.
 - 8 All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc....required for operation.
 - 9 All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
 - 10 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
 - 11 The Hotel is not responsible for any and all losses of power beyond the Hotel's Control including but not limited to losses due to the utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibit equipment
 - 12 By signing this form, the Exhibitor agrees to all terms and conditions on this order form.

MISCELLANEOUS			
Description	Price	Qty	Subtotal
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		

LABOR RATES		Hours
\$80.00 - \$160 per hour		
\$400 1/2 Day Rate		

HIGH SPEED INTERNET ACCESS			
Description	Regular Price	Qty	Subtotal
Wireless Internet WI-FI (PER DEVICE)	\$40.00		
Hardline Internet Connection	\$190.00		

SUMMARY OF CHARGES	Electrical	Audio Visual	Miscellaneous	Internet Access	25% Service Charge	6% Sales Tax	TOTAL

Client Signature:	DATE:
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For Office Use: