



2017 EXHIBITOR SERVICES REQUEST FORM

Event Name: _____

Set-Up Date/Time: _____ Location: _____

Company Name: _____ Booth Number: _____

Company Contact: _____ Office Phone: _____

E-mail: _____ Office Fax: _____

On-Site Contact: _____ On-Site Phone: _____

BEVERAGES	COST	QTY	TOTAL
Bottled Water (Each)	\$ 5.00	_____	\$ _____
Assorted Bottled Juices (Each)	\$ 7.00	_____	\$ _____
Hot Tea (Per Gallon)	\$ 82.00	_____	\$ _____
Brewed Iced Tea (Per Gallon)	\$ 82.00	_____	\$ _____
Classic Lemonade (Per Gallon)	\$ 82.00	_____	\$ _____
Red Bull (Each)	\$ 8.00	_____	\$ _____
Assorted Regular or Diet Soft Drinks (Each)	\$ 5.50	_____	\$ _____
Regular Coffee (Per Gallon)	\$ 82.00	_____	\$ _____
Decaf Coffee (Per Gallon)	\$ 82.00	_____	\$ _____

SNACKS	COST	QTY	TOTAL
Assorted Candy Bars (Per Dozen)	\$ 72.00	_____	\$ _____
Assorted Baked Cookies (Per Dozen)	\$ 65.00	_____	\$ _____
Assorted Granola or Power Bars (Each)	\$ 7.00	_____	\$ _____
Brownies, Blondies or Lemon Bars (Per Dozen)	\$ 65.00	_____	\$ _____
Individual Bags of Chips, Pretzels (Each)	\$ 6.00	_____	\$ _____
Fresh Cinnamon Rolls (Per Dozen)	\$ 60.00	_____	\$ _____
Cinnamon Swirl Coffee Cake (Serves 12)	\$ 60.00	_____	\$ _____
Fresh Fruit Skewers (Per Dozen)	\$ 52.00	_____	\$ _____
Warm Jumbo Pretzels (Per Dozen)	\$ 62.00	_____	\$ _____
Deluxe Mixed Nuts (Per Pound)	\$ 70.00	_____	\$ _____
Trail Mix with Dried Fruit and Nuts (Per Pound)	\$ 68.00	_____	\$ _____
Individual Ice Cream Bars (Per Dozen)	\$ 72.00	_____	\$ _____

RENTAL FEES	COST	QTY	TOTAL
Banquet Attendant	\$ 125.00	_____	\$ _____

ELECTRICAL	COST	QTY	TOTAL
Provided by PSAV - See Separate Order Form			

INTERNET	COST	QTY	TOTAL
Standard Wireless Internet (Per Connection, Per Day)	\$ 150.00	_____	\$ _____
Standard Wired Internet: 1.5 Mbps (Per Connection, Per Day)	\$ 250.00	_____	\$ _____
5 Mbps Circuit (Per Connection, Per Day)	\$ 500.00	_____	\$ _____

Number of Days Needed: _____ x _____

Internet connections indicated above are valid on meeting room floors only. No outside network equipment is allowed unless approved by the Hilton Austin IT department including, but not limited to, wireless access points, switches, hubs and routers.

Exhibitor services orders received within 10 business days of the program's start date are subject to a 10% surcharge and potential menu selection limitations. No food and beverage orders are considered complete until signed Banquet Event Orders are received and confirmed by the hotel.

Pre-payment is required to be submitted prior to the event date. Please (circle one) apply all charges to my guest room under confirmation # _____ or contact me at () _____ to collect a method of payment.

Please fax back the completed order form to 512-682-2789. Additional arrangements or special requirements not indicated above may be coordinated with the program's Event Manager by contacting 512-682-2700.

Estimated Subtotal:	\$ _____
10% Surcharge (If Applicable):	\$ _____
Taxable Service Charge:	\$ _____
Sales Tax:	\$ _____
Estimated Total:	\$ _____

Signature: _____

Date: _____