

Hilton Austin

2018 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: _____

INTERNET

	COST	QTY	TOTAL
Standard Wireless Internet (Per User, Per Day)	\$ 50.00	_____	\$ _____
Standard Wired Internet (Per User, Per Day)	\$ 250.00	_____	\$ _____
35 Mbps Circuit (Per Connection, One-Time Charge)	\$ 500.00	_____	\$ _____
Number of Days Needed: _____		=	\$ _____

NOTES

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

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.

Pre-payment is required to be submitted prior to the event date. Please choose one:

Apply all charges to my guest room under confirmation # _____

Contact me at () - to collect a credit card.

Please fax back the completed order form to 512-682-2789.

Please contact 512-682-2700 for any questions or to request additional services not listed above.

Signature: _____ Date: _____