



Hilton

Austin Airport

SERVICE ORDER FORM

Please read form in full prior to completion

Name of Event: _____ Booth/Meeting Room: _____
 Firm Name: _____ Phone () _____ Fax () _____
 Email Address: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Authorized By: _____
 Title: _____ Date: _____

*** All charges will incur an additional 22% service charge and 8.25% sales tax.**

SERVICES AVAILABLE *	Advance Fee	Qty.	Total
1. Delivery charge for exhibit supplies/boxes	\$10.00/box \$50.00/ pallet or large case		
2. Telephone with Local or 800 access (Dial 9 out)	160.00/day		
3. All Access (Telephone/Fax or Modem) (Dial 9 out)	\$165.00/day		
4. 110V 20amps (1 receptacle w/up to 2,200 watts)	\$50.00/day		
5. Wired High Speed Internet (One Connection)	\$125.00/day		
6. Overhead projector package (projector, screen, cart and power)	\$160.00/day		
7. Projection Screen, Set up assistance, cart (5' – 8' tripod)	\$165.00/day		
8. Microphone – wireless (hand held)	\$190.00/day		
9. Portable sound system	\$75.00/day		
10. 46" LCD Monitor	\$250.00/day		
12. DVD/VHS Combo Deck	\$95.00/ day		
13. CD Player	\$75.00/day		
14. Flip Chart Package	\$45.00/day		
15. Tripod Easel	\$15.00/day		
16. 8' Skirted and Draped Table	\$35.00/day		

*** All charges will incur an additional 22% service charge and 8.25% sales tax.**

Remit all payments to:
Hilton Austin Airport: Attention Michele Edison
9515 Hotel Drive
Austin, TX 78719
Fax: 512-385-6763

METHODS OF PAYMENT:

CHECK - MONEY ORDER - CREDIT CARD (Chose one)

Master Card American Express Discover Visa Check Money Order

Credit Card Number: _____ Expiration Date: _____

Authorized Signature _____

CONDITIONS AND SAFETY REGULATION:

1. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
2. "House technician" must perform all Internet work. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation may not be executed without "house electrician."
3. All materials and equipment furnished by Hilton Austin Airport and/or Dobil Audio Visual personnel for this service order shall remain Hilton Austin Airport and/or Dobil Audio Visual property and shall be removed ONLY by Hilton Austin Airport and/or Dobil Audio Visual personnel at the end of use.
4. Rates do not include connecting equipment or special wiring. Labor for additional work will be by Dobil Audio Visual.
5. No booth will be allowed to open until ALL CHARGES ARE PAID.
6. Load in of under 5 boxes will be allowed thru our valet services at the main entrance. If the shipment is over 6 boxes or pallet(s), load in should take place at the back dock located on the North side of the hotel.
7. Shipping information on the packages should include the conference name and dates and booth number if applicable.
8. You are responsible to provide 10/100 Ethernet card. DHCP protocols required.
9. All charges will incur an additional 22% Service Charge and 8.25% Sales Tax.

The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied are excluded from this agreement. Hilton Austin Airport and/or Dobil Audio Visual does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies please contact Hilton Austin Airport and/or Dobil Audio Visual.

ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE

OFFICE USE ONLY:			
EVENT NAME:		EVENT DATE:	
DATE PAID:		CONFIRMATION NO.	
CHECK/MONEY ORDER #	AMOUNT PAID \$	CREDIT CARD:	AMOUNT PAID \$
BOOTH #:		ITEM #:	