

RENAISSANCE CHICAGO HOTEL

EVENT TECHNOLOGY DEPARTMENT (A/V)
 ONE WEST WACKER DRIVE CHICAGO, ILLINOIS 60601
 PHONE # 312-795-3336 FAX # 312-896-7365

Please read and complete form and return with payment. Form and payment must be received one week prior to the function date, otherwise services cannot be guaranteed.

PLEASE NOTE ALL PRICES SUBJECT TO 24% SERVICE CHARGE AND 8% SALES TAX

Today's Date: _____

Company Name: _____

Conference Name: _____

Conference Dates: _____

Booth/ Meeting Room #: _____

Credit Card #: _____ Exp. Date: _____

Cardholder Name: _____

Cardholder Address: _____

Cardholder Signature: _____

Contact Phone #: _____

| Power | Price | Quantity | Total |
|-----------------------------------------------------|-------|----------|-------|
| A. 120 volt 15 amp electric service | \$100 | | |
| B. 120 volt 20 amp electric service | \$150 | | |
| C. 208 volt 100 amp. Single phase electric service | \$450 | | |
| D. 208 volt 100 amp. Three phase electric service | \$980 | | |
| E. Extension Cords with Power Strips | \$50 | | |
| F. High Lift Rental - I.D. deposit required for use | \$200 | | |
| G. Ladder Rental - I.D. deposit required for use | \$100 | | |

TOTAL CHARGES: _____

| Equipment | Price | Quantity | Total |
|-----------------------------------------|-------|----------|-------|
| B. 23" LCD Monitor | \$175 | | |
| C. 37" LCD Monitor | \$300 | | |
| D. 42" LCD Monitor | \$500 | | |
| E. DVD Player | \$85 | | |
| F. Portable Amplified Speaker | \$75 | | |
| G. CD Player | \$85 | | |
| H. Easels | \$10 | | |
| I. Flipchart | \$45 | | |
| J. 3500 lumen lcd projector | \$750 | | |
| K. 4' or 6' Tripod Screen | \$105 | | |
| L. Wired or Wireless Internet Connector | \$100 | | |

Signature (Required): _____ **TOTAL CHARGES:** _____

* Wall / column outlets are not part of the rental space and are not to be used by exhibitors, see charges.
 * Equipment rates are per items, per day. Power rates quoted are per show or event.
 * Extension cord rates do not include electrical service / hook-up
 * Renaissance reserves the right to refuse connections where wiring constitutes a safety / fire hazard.
 * All material furnished is the property of Renaissance Hotels. Items not returned will be charged 2x the replacement costs.
All pricing is subject to a 24% service charge and a 8% sales tax.

GUEST PARCEL DELIVERY FORM

(Retain with log for one year from date of signature)

Date Shipped/Received _____

Area Stored In _____

Name/Firm: _____

Name of Sender: _____

| NUMBER OF PARCELS | DESCRIPTION AND REMARKS TRACKING NUMBERS | METHOD OF SHIPMENT TO HOTEL |
|-------------------|---------------------------------------------|-----------------------------|
| | | |
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| | | |

The hotel, as an accommodation to and at the request of the undersigned, has accepted on behalf of the undersigned and as its agent, in apparently good order but without representation of verification as to actual condition or repair and without incurring any inference or presumption to the contrary, the parcels described and the undersigned acknowledges and agrees that the hotel, its agents and employees assume no risk and will incur no liability for damage, loss or injury to said parcel, regardless or cause, and the undersigned hereby releases and forever discharges the hotel, from any liability, risk, claim or demand whatsoever.

Date Delivered: _____ Room Number: _____

Delivered By: _____ Print Guests Name _____

Print Name: _____ Guests Signature _____

Regular guest, exhibitor or other convention – associated/ancillary Guest:

- \$7.00 20 pounds and under.
- \$25.00 per box between 21 and 50 pounds.
- \$75.00 per crate, display area, or oversized box under 150 pounds.
- \$150.00 per crate, display area, or oversized box over 150 pounds.
- \$80.00 per pallet (Pallets must be self-containing and properly sealed)

These charges are **IN ADDITION TO** the charges the drayage service will impose once they take possession of the shipment for handling and delivery.

Storage Fees

Charges apply to any/all material received more than 5 calendar days before date of guest arrival.

\$25.00 per (100) pounds of weight per day for every day prior to the 5 day limit.

Example: Material received 8 days prior to the 5 day limit will incur this charge for 3 days of storage.

Loading and Unloading Charges

\$65.00 per man hour or any portion of an hour will apply if shipping & receiving is involved in the loading or unloading, either manually or by forklift/pallet jack, of any size truck or other conveyance.

Method of Payment

Room Charge/Room#: _____ Master Account #: _____

Credit Card Type: _____ Credit Card Number: _____

Date: _____ Signature: _____

Printed Name: _____ Amount Charged: _____