

OMNI HOTELS & RESORTS[®]

colonnade | san antonio

Completed Forms Should be Returned to:
 Ashley Wash, Convention Service Manager
ashley.wash@omnihotels.com
 Phone: 210-699-5832 Fax: 210-699-5844

EXHIBITOR RENTAL FORM

Event Name: _____	Exhibitor Company: _____
Exhibit Location: _____	Address: _____
Ordered By: _____	_____
On Site Contact: _____	Phone #: _____

ELECTRICAL				
		Advance Price	On Site Price	
120 Volt Single Phase Service				
4 Amps		\$ 20.00	\$ 40.00	\$ -
20 Amps	(Quantity Not to Exceed 2)	\$ 40.00	\$ 60.00	\$ -
30 Amps	(Quantity Not to Exceed 4)	\$ 55.00	\$ 75.00	\$ -
208 Volt/Single Phase Service				
20 Amps	(Quantity Not to Exceed 2)	\$ 70.00	\$ 90.00	\$ -
50 Amps	(Quantity Not to Exceed 2)	\$ 140.00	\$ 170.00	\$ -
208 Volt/Three Phase Service				
30 Amps		\$ 150.00	\$ 180.00	\$ -
50 Amps		\$ 200.00	\$ 250.00	\$ -
100 Amps		\$ 275.00	\$ 350.00	\$ -
<i>Set up includes extension cord & labor</i>				
SHIPPING				
QUANTITY			SUBTOTAL	
Anticipated Number of Boxes:	\$ 7.00	each	\$ -	
<i>Packages weighing over 50 lbs. will be charged at \$7 per 50 lbs.</i>				
ADDITIONAL SERVICES				
QUANTITY			SUBTOTAL	
Banner Hanging/Price Per Banner		\$ 15.00	\$ 30.00	\$ -
Genie Lift/Priced Per Day		\$ 100.00	\$ 200.00	\$ -
Phone Line (Dial "9" Local Access)		\$ 35.00	\$ 50.00	\$ -
Phone Line (Direct Incoming Line)		\$ 85.00	\$ 95.00	\$ -
25' Heavy Duty Extension Cord		\$ 20.00	\$ 30.00	\$ -
50' Heavy Duty Extension Cord		\$ 30.00	\$ 40.00	\$ -

GENERAL INFORMATION

ELECTRICAL

- For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical services will be made by an Omni Hotel engineer. Omni Hotels will not be responsible for any damage or lost equipment, component, computer hardware, or software and/or any damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by a person other than an Omni Hotel electrician.
- All column & wall outlets are not a part of booth space.
- To receive Advance Order pricing, all orders must be received with payment 7 days prior to the set up date.

SHIPPING

- Boxes may not be shipped to the hotel more than (3) days prior to the show/event.
- If boxes are shipped on a pallet, the charge is for the number of boxes included on the pallet. Pallets not to exceed 70"x70"x70". If the shipment requires a forklift to load & unload, it will be the responsibility of the exhibitor or freight company to rent or provide one.
- If box charge form is not received prior to arrival, boxes will not be delivered until payment is received.
- Box fees are for handling material at the Omni San Antonio Hotel and include all labor to unload shipments, store up to 3 days prior to the event at the Hotel, deliver to booth, handle empty containers to/from storage and remove boxes for reloading onto outbound carries.

BOXES ARE TO BE ADDRESSED AS FOLLOWS:

Omni San Antonio Hotel Hold
 for: Exhibitor Name/Convention Name 9821
 Colonnade Blvd. San
 Antonio, TX 78230

Wireless Internet and AV Equipment		Subtotal	\$ -	
Please Contact:		8.25% Sales Tax	\$ -	
Encore Event Technologies (210) 699-5855		TOTAL	\$ -	

Note: Rates are Subject to Change

RETURN SHIPPING
 Company must provide own shipping labels for all return packages at the end of show.

PAYMENT INFORMATION			
Payment for electrical services can be made by credit card:	MC _____	VS _____	AX _____
Card Holders Name:	_____		DS _____
Credit Card Number:	_____	Exp. Date:	_____
Authorized Signature:	_____		
Email for Receipt:	_____		