



# ROYAL SONESTA

## HOUSTON

### Exhibitor Order Form

*The following information must be completed in full to be processed.*

Name of Conference: _____	Dates of Conference: _____
Exhibitor/Company Name: _____	Booth #: _____
Contact Name: _____	Contact Phone: _____
Contact Fax: _____	Email: _____
Contact Address: _____	
City: _____	State: _____ Zip Code: _____
On Site Contact (if different from above): _____	
Credit Card: _____	Expiration: _____ CVV: _____
Name On Credit Card: _____ (Please provide a front & back copy of the card)	
Signature: _____	Date: _____
<i>All charges related to requirements below may be billed to the credit card noted above.</i>	
Are you a guest at the hotel during the conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

#### Requirements

*Please specify the quantity of each item needed on the line to the left of each item. (Please note the majority of the equipment is charged on a daily basis. Charges are listed next to each item).*

##### Tables

\_\_\_\_\_ 6' Table, draped (In addition to the 1 table that has been provided for you) @ \$25.00++

##### Telephone

\_\_\_\_\_ DID Phone Line @ \$135.00++ for the 1<sup>st</sup> line; \$25.00++ for each additional line  
(In and out calling, dedicated phone number)

\_\_\_\_\_ Analog Data Line @ \$135.00++ for the 1<sup>st</sup> line; \$25.00++ for each additional line  
(Dialing out ONLY, good for modems or credit card machines)

##### Shipping

All boxes shipped directly to the hotel will incur handling and storage fees based on the scale listed below. Please indicate the number of boxes being shipped: \_\_\_\_\_ Please initial: \_\_\_\_\_

Boxes up to 15lbs @ \$5.00 each ++

Boxes 16-50lbs @ \$10.00 each ++

Boxes 51-300lbs \$75.00 each ++

Pallets @ \$150.00 each ++

*All boxes shipped to the hotel must be addressed in the follow format:*

Royal Sonesta Houston  
C/O (Meeting Manager's Name – Department)  
Name of Convention/Meeting – Booth #  
Date of Meeting  
2222 West Loop South  
Houston, Texas 77027

Royal Sonesta Houston cannot be held responsible for damages incurred to packages during the shipping process which are caused by an outside carrier. Further, Royal Sonesta Houston does not assume any responsibility in labeling packages for outbound shipping. Any packages being shipped from the hotel must be correctly labeled and paid for by the exhibitor or they will be deemed inappropriate for shipping from the hotel. Packages must not arrive at the hotel earlier than 48 hours prior to the event and must be shipped out within 48 hours after the event.

## Exhibitor Order Form Continued...

**Internet Options** – Royal Sonesta Houston offers several flexible internet options in all of our meeting space which allows for greater connectivity of our clients.

\_\_\_\_\_ High Speed T1 Line @ \$175.00+

*(Dedicated high speed internet connection. This is a hardwire line and requires processing from the engineering department for installation. The line will only be available at your designated booth and does not have roaming capabilities throughout the hotel.)*

\_\_\_\_\_ Wireless Internet - *(Wireless internet available on an individual IP basis. This connection will allow for easy access in all of our meeting space as well as the guestrooms. To offer best flexibility, wireless internet is available in three different tiers.)*

\_\_\_\_\_ Basic (Complimentary)

\_\_\_\_\_ Enhanced @ \$10.00 per device per day+

\_\_\_\_\_ Premium @ \$15.00 per device per day+

**Audio/Visual** – Additional audio visual services will be quoted as needed through Royal Productions at 713.850.2895

\_\_\_\_\_ Flipchart With Markers @ \$85.00 each per day++

\_\_\_\_\_ 60" Flat Panel on Stand @ \$450.00 each per day++

\_\_\_\_\_ 19" Flat Panel LCD @ \$150.00 each per day++

\_\_\_\_\_ 32" Flat Panel Desktop Monitor @ \$250.00 each per day++

\_\_\_\_\_ 46" Flat Panel Desktop With Stand @ \$325.00 each per day++

**Power** – Charges are one-time fees good for the entire duration of your event.

### **20 Amp Power Package**

\_\_\_\_\_ Power Strip @ \$25.00 each++

\_\_\_\_\_ 25' 12GA Extension Cord @ \$25.00 each++

\_\_\_\_\_ 20 amp 1ph /115v Circ. @ \$75.00 each++

\$125.00 = Total

### **Additional Services**

\_\_\_\_\_ Power Box @ \$20.00 each++

Hanging Of Banners – Prices vary by size.

\_\_\_\_\_ Small Banner @ \$50.00 each++

\_\_\_\_\_ Large Banner (Over 18 Square Feet) @ \$75.00 each++

\_\_\_\_\_ Oversize Banner (Over 36 Square Feet) @ \$150.00 each++

### **Power Outlets**

\_\_\_\_\_ 30 amp 1ph/115v circ. @ \$500.00 each++

\_\_\_\_\_ 60 amp 1ph/115v circ. @ \$750.00 each++

\_\_\_\_\_ 60 amp 3ph/208v circ. @ \$900.00 each++

\_\_\_\_\_ 100 amp 1ph/208v circ. @ \$1,300.00 each++

\_\_\_\_\_ 200 amp 1ph/208v circ. @ \$2,050.00 each++

*All Prices are exclusive of 8.25% Tax and 24% Service Charge  
All Audio Visual & Power: One Hour Minimum \$70 Labor Charge*

### **Special Exhibitor Notes**

Please fax completed form to 713.369.2036, Attn: Conference Services  
For further services, please contact Conference Services at 713.850-2817

All prices are exclusive of 8.25% tax and 24% service charge.

We look forward to welcoming you to the Royal Sonesta Houston.