

SPECIAL SERVICES REQUEST FORM

For your convenience and planning purposes, Special Services can be provided by the Doubletree by Hilton Austin.

Event Name: _____

Dates: _____

Company/Exhibitor: _____

Contact Name: _____

Address/City/State/ZIP: _____

E-mail address: _____

Phone and Fax #'s: _____

SERVICE	CHARGE	QUANTITY & DATES	TOTAL
<u>Electrical Power Package:</u> Includes 110 Volt Outlet/20 Amps Undedicated Power, Extension Cord, Power Strip with Surge protector, taped down to your location	\$30.00+ per day	_____	_____
<u>High Speed Internet</u> Wireless (limited wired connections available)	CALL FOR PRICING	_____	_____
<u>Box Handling Fees:</u> <ul style="list-style-type: none"> • Box(es) under 50 lbs • Box(es) or Cas(es) Over 50 lbs • Display Box(es), Poster(s), Large Tube(s) or Oversized • Shrink Wrapped Pallet(s) and Wooden Crates over 150lbs, must be self contained & property sealed) • Small Wooden Crate(s) under 150 lbs 	\$5.00 each \$10.00 each \$25.00 each \$75.00 each \$75.00 each	Please notify your CS Manager if you are shipping boxes. See below. _____	_____
<u>Table Rental</u> 6' X 30", 6' X 18", 3' X 3', 66" Round and 32" Round	\$35.00 ea + per day	_____	_____
<u>Banquet Chairs</u>	\$2.00+ per day	_____	_____
<u>Banner Hanging / Labor</u> (1 hour minimum)	\$75.00 for first hour	_____	_____
208 Volts/50 Amps (bands, lights etc)	\$100.00+ per outlet per day	_____	_____
<u>Dobil is our on-site equipment rental company.</u> Please feel free to 512-374-1921 to ask for a quote on audio visual equipment for presentation needs. You may also e-mail bailey.johnson@dobil.com			
SUBTOTAL			
23% SERVICE (On applicable items marked "+" only)			
SALES TAX – 8.25% – ALL CHARGES ARE TAXABLE, IF EXEMPT PLEASE SUBMIT FORM			
TOTAL CHARGES before individual phone calls*:			

Shipping Instructions:

Deliveries shipped to the hotel should be clearly labeled with the Conference Name and Date, the contact person's Name that will be picking up the delivery and the conference service manager's Name. Out going shipments must be packaged and clearly labeled with account billing information. The on-site representative must call in the shipment for pick up. Hotel staff will deliver to the event room and return for pick up only. **See Hotel Address Below**

Special Services must be paid for in advance unless Direct Billing or Credit Card Authorization is on file.

Credit Card Type: MC VISA AX DISC _____ EXP: _____

Signature: _____

Name as it appears on credit card: _____ DATE: _____

Doubletree by Hilton Austin

6505 North IH 35, Austin TX 78752

Please e-mail or fax forms to: Evelyn.Aguilar@austindoubletreehotel.com

CS Manager is Evelyn Aguilar

Phone: (512) 454-3737

Fax: (512) 419-0102

Direct Line: (512) 374-4826

Cancellation Policy: In the event that you wish to cancel, the CS Manager must be informed three (3) days in advance to avoid charges. I have approved the above Special Services for my upcoming function and am aware of the charges that will be incurred with each service. I am also aware of the cancellation policy.