



**Hilton**  
Austin Airport  
SERVICE ORDER FORM

**Please read form in full prior to completion**

Name of Event: US Autism and Asperger International Conference Booth/Meeting Room: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

<b>SERVICES AVAILABLE *</b>	<b>Advance Fee</b>	<b>Qty.</b>	<b>Total</b>
1. Delivery charge for exhibit supplies/boxes	\$10.00/booth		
2. Telephone with Local or 800 access (Dial 9 out)	85.00/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)	\$25.00/day		
5. High Speed Internet (One Connection)	\$115.00/day		
6. Overhead projector package (projector, screen, cart and power)	\$160.00/day		
7. Projection Screen, Set up assistance, cart (5' – 8' tripod)	\$155.00/day		
8. Microphone – wireless (hand held)	\$135.00/day		
9. Portable sound system	\$75.00/day		
10. 40" LCD Monitor	\$250.00/day		
11. 27" Video Monitor w/VCR or DVD	\$200.00/day		
12. CD Player	\$75.00/day		
13. Flip Chart Pad	\$15.00/day		
14. Easel	\$15.00/day		
15. 8' Skirted and Draped Table	\$35.00/day		

\* All charges will incur a 21% service charge and 8.25% sales tax.

Remit all payments to:  
**Hilton Austin Airport: Attention Michele Edison**  
**9515 New Airport 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 ITA Audio Visual personnel for this service order shall remain Hilton Austin Airport and/or ITA Audio Visual property and shall be removed ONLY by Hilton Austin Airport and/or ITA 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 ITA Audio Visual.
5. **No booth will be allowed to open until ALL CHARGES ARE PAID.**
6. Hilton Austin Airport and/or ITA Audio Visual personnel will install, maintain, inspect and remove all Internet services.
7. You are responsible to provide 10/100 Ethernet card. DHCP protocols required.
8. All charges will incur a 21% 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 ITA 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 ITA Audio Visual.

**ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

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