AUSTIN
CONVENTION CENTER
DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Information Packet

Event: 2014 TCEQ Air Permitting Seminars Event Dates: 10/14/2014 to 10/16/2014

Discount Rate Deadline:	**Tuesday, September 30, 2014**
Standard Rate Deadline:	**Friday, October 10, 2014**
Floor Rate Applies:	**Saturday, October 11, 2014**

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive utility service provider for the Austin Convention Center and the Palmer Events Center. At this time, we would like to brief you on our services and how to make them available to you for your event. Enclosed is an information packet containing service descriptions, order forms and service terms/conditions. Please read and fill out the information completely and legibly. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed on-line, e-mailed, faxed or postmarked fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

On-line ordering is available at our website http://www.austinconventioncenter.com under Exhibitor Services. Orders can be submitted on-line up to fourteen (14) days before the first contract date. After this deadline, orders will have to be submitted through e-mail, fax or regular mail.

We provide a wide range of utility services:

- Electrical
- Water and Drainage
- Telephone
- Internet/Technical

For each category you will find a listing of services, prices and any additional restrictions specific to the service category.

Should you have questions or require services not listed on-line or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

Sincerely,

Belinda Nash-Harris
ACCD Exhibitor Services Representative
512-404-4000
accdexhibitorservices@austintexas.gov

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ACCD Exhibitor Services - Information Packet

Ordering Instructions

On-line Ordering: To place your order on-line please visit our website http://www.austinconventioncenter.com under Exhibitor Services.

Complete the Order Form: A Utility Services Order Form is included in this packet. Complete the 'Exhibitor Information' and 'Authorization' sections. ACCD will not process incomplete forms. Next, select any services you wish to order from our product listing. Enter the product numbers, descriptions, quantity, and prices in the 'Service Order' section on the order form.

Payment Method: Payment in full must accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH. Make check or money order payable to 'Austin Convention Center.' Order forms without payment will not be processed.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Method' section.

Discounts: The ACCD offers discounts on designated equipment and services if your PRE-PAID order is postmarked or received via FAX by the discount deadline. Please refer to our price list to determine discount eligibility.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of the form. Credit card customers may fax their completed order form to 512-404-4220.

Cancellation: Cancellation of services must be made 5 days prior to first contracted day of event.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders.
- Exhibitor booths will be audited during the event and charged for any additional services. The charges will be included in the exhibitor's final bill at the standard rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be at the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued for services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the close of event.
- Refunds for less than $50.00 will not be considered.
- Refunds for canceled services must be made 5 days prior to first contracted day of event.
- No refunds will be processed after the event closes. NO EXCEPTIONS

General Terms and Conditions

- All floor orders services (or changes to installed services) must be placed at the Utility Service Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.
- Wall, column, and permanent building electrical outlets are not a part of booth spaces and are not to be used by exhibitors. Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first service basis. The ACCD cannot guarantee availability of utility services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitor must arrange for regulator valves, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All Service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- Exhibitor will be responsible for damage to telecommunications, electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by reason of any default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fees expended or incurred by the ACCD in connection herein.

AUSTIN
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DEPARTMENT

FOR OFFICE USE ONLY	
Customer ID:	UTL-

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

ACCD Exhibitor Services - Order Form

Event: 100011285 - 2014 TCEQ Air Permitting Seminars Event Dates: 10/14/2014 to 10/16/2014
Discount Deadline: 9/30/2014 Standard Rate Deadline: 10/10/2014 Floor Rate Applies: 10/11/2014

Exhibitor Information

Company Name			Booth No
Address			Contact Phone Number
City	State	Zip	Fax Number
Contact Person			Contact's email Address

Service Order

PRODUCT ID	ITEM DESCRIPTION	UNIT PRICE	QUANTITY	SUB-TOTAL
Note: A diagram is REQUIRED for all orders with 2 or more services requested.		TOTAL AMOUNT DUE		

Payment Method

Payment in full MUST accompany order. Payment may be made by check, money order, or credit card. DO NOT SEND CASH.
Make check or money order payable to 'Austin Convention Center.'

☐ CHECK ☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ DINERS CLUB

Credit Card Number Expiration

Cardholder Signature

☐ BANK TRANSFER

Check box and submit order form. You will receive an invoice with all the wire transfer information. Please reference Name of Event and Booth Number on all Bank Transfers so we may properly credit your account.

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. Please provide an email address for electronic notification of invoice and credit card transactions.

Authorization (Orders submitted without a signature will not be processed)

I have read and agree with all the terms as stated on the attached agreement.

Authorized Signature Date

IMPORTANT ORDERING INFORMATION

On-line Ordering: To place your order on-line please visit our website http://www.austinconventioncenter.com under Exhibitor Services.

Completing the Order Form: Select any services you wish to order from our Current Price List. Enter the product numbers, descriptions, quantities, and prices in the 'Service Order' section above.

Deposits: The ACCD requires a major credit card as security deposit for rental of designated equipment and for long distance service connections. If you are ordering any services which require a deposit, you must complete the credit card information portion of the 'Payment Section.'

Discounts: The ACCD offers discounts on designated equipment and services. Please note that only specific equipment/services are eligible for discounts. Please refer to our current price list to determine which equipment and services qualify for discounts. Orders must be postmarked by 9/30/2014 to receive any eligible discounts.

Submitting an Order: Mail completed order forms with payment to the address shown at the top of this form. Credit card customers may fax their completed order form to 512-404-4220.

Questions?: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Refunds: Refund requests must be filed by Exhibitor prior to the end of the event. No refunds will be processed after the event closes. NO EXCEPTIONS

PAYMENT IN FULL IS REQUIRED PRIOR TO SERVICE CONNECTION

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ACCD Exhibitor Services - Floor & Booth Layout

Event: 2014 TCEQ Air Permitting Seminars Event Dates: 10/14/2014 to 10/16/2014
Discount Deadline: 9/30/2014 Floor Rate Applies: 10/11/2014

Utility Service Distribution Grid

Company Name	Booth Number	Booth Size

Exhibitors may contact show management for a copy of the exhibit show floor plan

- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

SCALE (check one)

- ☐ 1 Square = 1 Ft (Default)
- ☐ 1 Square = _____ Ft
- ☐ X = 10 x 10 Booth
- ☐ X + Y = 10 x 20 Booth
- ☐ X + Y + Z = 20 x 20 Booth

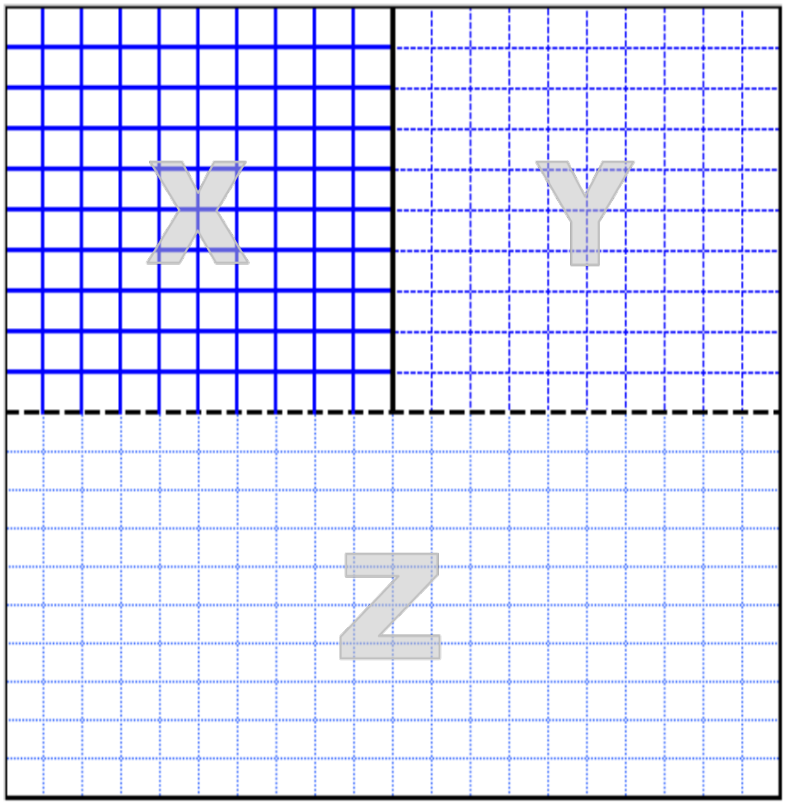
LEGEND

X	Power Outlet
I	Internet
P	Phone
O	Water
▲	Air

Adjacent booth or aisle

Front

Adjacent booth or aisle



Adjacent booth or aisle

Back

Adjacent booth or aisle

Installation Notice

Effective October 2012

This notice applies to customers ordering 208/220 Volts electrical services.
This notice DOES NOT apply to standard 120 Volt electrical services.

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RVs.

- Connection rates include bringing service to the booth from the floor pocket.

- Connection rates do not include adaptors or special wiring.

- If special electrical adaptors or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).

- If adaptors or plugs are not provided, exhibitor must provide bare-end tails for hardwiring to disconnect boxes.

- Customers are responsible for labor charges required to connect and disconnect wires and/or adaptors.

ACCD requires electrical services to be installed, operated and maintained in a manner which does not create a hazard to life or property.

Please contact ACCD Exhibitor Services Division with questions, 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

Wi-Fi Operating Guidelines

Effective October 2012

The Austin Convention Center Department [ACCD] is the exclusive provider for wired and wireless [Wi-Fi] services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds of up to 2 Mbps servicing clients, exhibitors and attendees.

Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cordless phones and personal Wi-Fi hotspots. Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display. If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.

ACCD requests your cooperation in eliminating/minimizing the use of these devices to improve the quality of wireless services in our facilities.

For additional information regarding our Wireless (Wi-Fi) Operating Guidelines, please contact the ACCD Exhibitor Services Division at 512-404-4000.

Thank You,
Exhibitor Services Division
Austin Convention Center Department

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ACCD Exhibitor Services - Electrical Price Schedule

Event: 2014 TCEQ Air Permitting Seminars Event Dates: 10/14/2014 to 10/16/2014
Discount Deadline: 9/30/2014 Floor Rate Applies: 10/11/2014

Electrical Outlets

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
E101	120 Volt Outlet 0-1000 Watts (8 AMP)	$68.00	$90.00	$135.00
E102	120 Volts 15 AMP	$75.00	$100.00	$150.00
E103	120 Volts 20 AMP	$83.00	$110.00	$165.00
E104	120 Volts 30 AMP (Used for only one device - NEMA plug number 5-30R)	$101.00	$135.00	$203.00
E201	120 Volt 8 AMP Ceiling Power (Does not include extension cords, contact ACCD Exhibitor Services for important information)	$68.00	$90.00	$135.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M101	Standard Labor per Hr. (6AM -12AM except holidays)	$45.00	$45.00	$45.00
M102	Holiday Labor per Hr. (12AM - 6AM and holidays)	$60.00	$60.00	$60.00

Power for Motors or Special Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
P201	208 Volts/Single Phase 20 AMP	$169.00	$225.00	$338.00
P202	208 Volts/Single Phase 30 AMP	$203.00	$270.00	$405.00
P204	208 Volts/Single Phase 60 AMP	$296.00	$395.00	$593.00
P208	208 Volts/Single Phase 100 AMP	$480.00	$640.00	$960.00
P302	120/208 Volts/3 Phase 20 AMP	$259.00	$345.00	$518.00
P303	120/208 Volts/3 Phase 30 AMP	$296.00	$395.00	$593.00
P305	120/208 Volts/3 Phase 60 AMP	$469.00	$625.00	$938.00
P310	120/208 Volts/3 Phase 100 AMP	$743.00	$990.00	$1,485.00
P320	120/208 Volts/3 Phase 200 AMP	$1129.00	$1,505.00	$2,258.00
P340	120/208 Volts/3 Phase 400 AMP	$2198.00	$2,930.00	$4,395.00

General Terms and Conditions

• A standard electrical outlet is a single female plug. Multi-outlet fixtures are available for purchase.
See Supplemental Lighting and Equipment.
• Labor
A. Labor is charged for:
1. Any four (4) services in one (1) booth
2. Installation of utilities after booth display and/or carpet has been installed
3. Relocating/moving installed services
4. Installing services in location other than location most convenient to booth
5. Re-taping electrical cords
6. Resetting breakers due to exhibitor equipment

B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
C. Labor charges are NOT available at a discount.
• If special electrical plugs are required, exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division @ 512-404-4000 with any special wiring requirements.
• Use of open clip sockets, latex or lamp cord wire, duplex or triplex plugs is prohibited
• All exhibitors' cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
• Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
• Connection rates cover bringing service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
• Each exhibitor must order power separately. Exhibitors are not allowed to share power.
• Unauthorized use of electrical services will be terminated or exhibitor must pay utility service charges associated with service.

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ACCD Exhibitor Services - Telephone Price Schedule

Event: 2014 TCEQ Air Permitting Seminars Event Dates: 10/14/2014 to 10/16/2014
Discount Deadline: 9/30/2014 Floor Rate Applies: 10/11/2014

Telephone

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
T101	Local Only Phone Line	$150.00	$200.00	$300.00
T102	Local/Long Distance Phone Line	$188.00	$250.00	$375.00
T103	Telephone Set Rental (Credit Card Deposit Required)	$0.00	$0.00	$0.00
T301	MultiLine/Speakerphone-Local	$263.00	$350.00	$525.00
T302	MultiLine/Speakerphone-Long Distance	$263.00	$350.00	$525.00
T401	Specialty Programming	$50.00	$50.00	$50.00

Telephone Service Terms and Conditions

- **Local Service**
  1. Phone line installation includes one touch-tone line and male RJ-11 jack. All lines configured for 'Dial 9' calling.
  2. Allows exhibitor to dial any local number and toll-free numbers. It also allows callers to use their own long distance carrier for long distance credit card calls.

- **Long Distance**
  1. Allows both local and long distance dialing.
  2. Long distance charges are in addition to the installation charge and will be billed after the close of the event.
  3. Deposit: A major credit card is required as a security deposit for long distance service activation. The credit card information section on the order form must be completed.
  4. All long distance charges will be processed against credit card information previously provided by Exhibitor.

- **Phone Set**
  1. Deposit: A major credit card is required as a security deposit for rental of a handset. The only security deposit we accept is a major credit card. The credit card information on the Exhibitor information section must be completed. Your credit card will be charged ($50.00) for the replacement of the equipment if you fail to return the equipment after the close of the event.
  2. Pick Up and Return: Phone sets must be picked up and returned to the Utility Service Desk. Should you need assistance in picking up or returning your set, please contact Ethe ACCD xhibitor Services Division.
  3. Rental of telephone hand sets may not be discounted.

- **Special Programming**
  1. The ACCD offers voice mail, line rollover services and non-dial 9 service.
  2. Special programming requests must be made at least 10 days prior to the event, or we cannot guarantee delivery of service.
  3. No Discount available for Special Programming services.

- **Telephone for Credit Card Machine Use**
  1. The telephone line fees do not include electrical services necessary for credit card machines.
  2. It is the exhibitor's responsibility to ensure that credit card machines are programmed for Dial 9 calling. Contact your credit card processor for all credit card machine programming instructions

Calling Card Dialing Instructions

Some exhibitors do not want a separate bill for long distance charges after the show closes. If you select 'local' service for your phone line, you can use your phone credit card for long distance calling. Contact your calling card service provider for local call dialing instructions

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ACCD Exhibitor Services - Technology Price Schedule

Event: 2014 TCEQ Air Permitting Seminars Event Dates: 10/14/2014 to 10/16/2014
Discount Deadline: 9/30/2014 Floor Rate Applies: 10/11/2014

Technical Services

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
H101	Internet Connection	$500.00	$665.00	$998.00
H102	Additional IP Address (Does NOT include Internet connection, switch/hub or patch cable - must order each item or bring your own).	$150.00	$200.00	$300.00
H103	Premium Internet Service (Includes 1 Public IP Address)	$750.00	$995.00	$1,493.00
H312	Network Patch Cable (Up to 30ft.)	$40.00	$50.00	$50.00
H405	Ethernet Switch-Unmanaged	$225.00	$300.00	$300.00
H601	Basic Cable TV Coax patch	$300.00	$300.00	$450.00

Labor

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
M103	Standard Technical Labor per Hr. (6AM -12AM except holidays)	$135.00	$135.00	$135.00
M104	Holiday Technical Labor per Hr. (12AM - 6AM and holidays)	$165.00	$165.00	$165.00
RL103	AV Technician - Labor	$80.00	$80.00	$80.00

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH THE FOLLOWING POLICIES:
- Wi-fi Operating Guidelines
- External Internet Service Provider Guidelines

ADDITIONAL TERMS AND CONDITIONS:
- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first service basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD Exhibitor Services Division at 512/404-4000 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

Please contact the ACCD Exhibitor Services Division at 512-404-4000 if you need any outside circuits such as ISDN service or the use of an external internet service provider.

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ACCD Exhibitor Services - Equipment Price Schedule

Event: 2014 TCEQ Air Permitting Seminars Event Dates: 10/14/2014 to 10/16/2014
Discount Deadline: 9/30/2014 Floor Rate Applies: 10/11/2014

Equipment

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
L102	Extension Cord w/Single Plug (Requires pick up at the Utility Service Desk)	25.00	$25.00	$25.00
L103	Multi-Outlet Strip - 6 Outlets (Requires pick up at the Utility Service Desk)	25.00	$25.00	$25.00
L106	Adaptor	50.00	$50.00	$50.00

Air/Water/Gas/Drainage

Product ID	Product Description	Discounted Price	Standard Price	Floor Price
A200	Sink (Incl. water/drain/install)	Discount N/A	$400.00	$400.00
A501	Water and Waste Water (Per Connection)	$188.00	$250.00	$375.00

Supplemental Lighting & Electrical Equipment Terms and Conditions

- **Rental Equipment Deposit**
  1. A major credit card is required as a security deposit for rental of any supplemental lighting and electrical equipment. The only equipment security deposit we accept is a major credit card.
  2. The credit card information section under Payment Method section on the order form must be completed.
  3. Your credit card will be charged for the replacement of the equipment if you fail to return the equipment after the close of the event.

- **Rental Equipment Pick Up and Return**
  1. Extension cords must be picked up and returned to the Event & Exhibitor Service Desk.
  2. The exhibitor will be responsible for all rented equipment until it is returned to the service desk.
  3. Please contact the Event & Exhibitor Service Desk for assistance in handling rental equipment.
  4. Multi-strips are for purchase only.

Compressed Air Terms and Conditions

- **Compressed Air**
  1. Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD, Exhibitor Services for assistance.
  2. Exhibitor is responsible for providing compatible adaptors to hose lines.

Water/Drain Terms and Conditions

- **Water**
  1. All equipment using water must have inlet and outlet properly tagged by the exhibitor, and must connect to ı" hose coupler.
  2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
  3. All water supplies must be set to the off position at the end of each day.
  4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.

- **Drainage**
  1. Drains are not designed to handle the discharge of large volumes of water.
  2. Drains are strictly for water. Other arrangements must be made for disposal of materials such as grease, food products, etc.
  3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
  4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their billing, at the rate of $230.00

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Austin Convention Center Department
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Phone: 512-404-4110
Fax: 512-404-4123

ACCD Exhibitor Booth Security Order Form

Event: 100011285 - 2014 TCEQ Air Permitting Seminars Event Dates: 10/14/2014 to 10/16/2014 **Security Discount Deadline: 9/13/2014**

Exhibitor Information

Company Name	Booth Number
Contact Name	Contact Phone Number
Address	Fax Number
City State Zip	Email

IMPORTANT ORDERING INFORMATION

1. Complete the exhibitor information above.

2. Select only the products/services you wish to order from the Austin Convention Center (ACCD) Event Security Services Divisions.

3. **Faxing your order:**
   - Fax orders to 512-404-4123
   - All faxed orders must be provided with credit card payment information and the card holder's signature for payment.

4. **Mailing your order:**
   - Mailing address: Austin Convention Center
     Attn: Security Services Division
     P.O. Box 1088
     Austin, TX 78767

   Payment method:
   - Payment in full must accompany your order.
   - Payment may be made by credit card, money order or check. (Please do not send cash)
   - Checks or Money Orders - Make payable to the Austin Convention Center
   - Credit Cards - Be sure to provide complete customer information.
   - To prevent duplication of your order, **please do not mail and fax your order form**.

5. Order for booth security must be received by 9/13/2014 to receive the incentive rate. (Please contact client or show management if unsure of the first contracted date of the event)

6. All security and licensed peace officers working in the facility come under the direct control of the ACCD Director or designee.

7. Questions: Please call the Security Services Division at 512-404-4110.

On page two, please indicate which of the three booth security options are requested, how many staff members are needed, specific dates and times for the scheduled booth security, total hours requested for each day/type of security and any additional instructions for the security staff assigned:

TYPES OF BOOTH SECURITY

TYPE 1 UNARMED NON-UNIFORMED BOOTH SECURITY
Standard Rate of $31.00/hr with a four (4) hr minimum.
Incentive Rate of $23.00/hr with a four (4) hr minimum.
Holiday Rate of $35.00/hr with a four (4) hr minimum.

TYPE 2 UNARMED UNIFORMED SECURITY GUARD
Standard Rate of $37.00/hr with a four (4) hr minimum.
Incentive Rate of $28.00/hr with a four (4) hr minimum.
Holiday Rate of $41.00/hr with a four (4) hr minimum.

TYPE 3 UNIFORMED LICENSED TEXAS PEACE OFFICER
Standard Rate of $60.00/hr with a four (4) hour minumum.
Only Certified Texas Peace Officer/s are allowed to carry firearms in the facility.

Event: 100011285 - 2014 TCEQ Air Permitting Seminars Event Dates: 10/14/2014 to 10/16/2014 **Security Discount Deadline: 9/13/2014**

AUSTIN
CONVENTION CENTER
DEPARTMENT

Austin Convention Center Department
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4110
Fax: 512-404-4123

ACCD Exhibitor Booth Security Order Form

SAMPLE:

Schedule for Booth Security

DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST
4/16/2008	TYPE 2	5:00PM - 11:59PM	Remain in booth area; only allow personnel entry based on provided list of names. Do not leave until	1	7	28	$196.00

PLACE SECURITY ORDER BELOW:

Schedule for Booth Security

DATE	TYPE	SCHEDULED HOURS	INSTRUCTIONS	#STAFF	X HOURS	X RATE	= COST
ATTACH/FAX ADDITIONAL PAGE AS NEEDED						TOTAL	

Payment Method

☐ AMEX ☐ DISCOVER ☐ MASTERCARD ☐ VISA ☐ CHECK ☐ MONEY ORDER

Credit Card Number	Expiration
Name of Cardholder	Signature

Authorization

I have read and agree to comply with the terms & conditions herein and attached.

Date	Printed Name	Signature

Rev. 4-16-2011

AUSTIN
CONVENTION CENTER
DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Fire Exhibit Regulations for Assembly Occupancies

The information contained in this brief outline does not by any means thoroughly cover the criteria and standards contained in the Uniform Fire Code, as adopted by the City of Austin, but it does provide the fundamental rules governing exhibits in any building open to the public.

The following entities are responsible for ensuring all regulations are followed: facility client, exhibitors, service contractors and the Austin Convention Center Department (ACCD). It is a requirement that ACCD reviews all event pre-planning documents and floor plans and is the only entity that can submit these documents to the Austin Fire Department for final review and approval.

Remember, the fire codes for Austin may be different from other cities, and exhibitors will be respon- sible for complying with the Uniform Fire code. ACCD will take reasonable steps to ensure that you are allowed to display your products effectively, as long as it does not create a fire or life safety hazard to you, other exhibitors or people attending the exhibit.

1. Floor plans for all shows are to be submitted to ACCD for review and approval. ACCD will sub- mit the floor plans and event pre-planning documents to the Austin Fire Department's Fire Marshal for approval. An approved copy will be provided to the event client. A copy of the approved plans must be available on-site.

2. No display or exhibit shall be installed or operated as to interfere with access to or with the visibility of any required exit or exit sign, nor shall any display block access to fire equipment.

3. Any exhibit containing a roofed area of 100 square feet or more requires a fire extinguisher to be displayed at such exhibit.

4. All exhibit booths must maintain clear and appropriate exits from the booth. Any booth of 750 square feet or more must have a minimum of two exits as far from each other as possible.

5. Displays with any type of cover, e.g., tents, buildings, awnings, etc. must be 300 square feet or less; if larger than 300 square feet they must meet the following regulations:

   a) A single level or multi-level exhibit larger than 300 square feet with a covered ceiling requires protection from an automatic extinguishing system.

   b) A booth with an open grate style ceiling does not have to meet this requirement. If there is any question, please forward a copy of the booth plans for ACCD and Fire Department review.

   c) The upper deck of the multi-level exhibit must have a minimum of two exits as far from each other as possible. If only one (1) exit, the second level is limited to seven (7) people at a time.

6. The storage of crates and combustible materials not on display (including packing materials) is not permitted inside the facility, on the dock or at dock bays. Limited empty crate storage is provided and confined to the area authorized by the Fire Marshal.

7. All curtains, drapes, any merchandise or material attached to drapes or table skirts, decorations and decorative or construction materials are to be non-combustible or flame-retardant. Documentation affirming non-combustible or flame-retardant properties must be available on-site.

8. Combustible waste is to be collected as it accumulates and should be stored in a non-combustible covered container which is emptied at least once a day.

9. The use of open flames, burning or smoke-emitting materials (candles, incense, lanterns) are not permitted in the facility.

Continued

10. Electrical equipment is to be installed, operated and maintained in a manner which does not create a hazard to life or property.

11. Whenever, in the opinion of the Austin Fire Department, it is essential for public safety in any place of public assembly, the owner, agent or lessee shall employ one or more qualified persons to be on duty. These individuals shall be subject to the Austin Fire Department's orders and shall be in uniform and remain on duty during the times such places are open to the public. Any fees are the responsibility of the client.

12. The following items may not be used without prior written approval of the Fire Marshal's Office:

    a) Display or storage of LPG (liquid propane gas)
    b) Flammable or combustible liquids
    c) Flammable gas
    d) Cotton, hay, paper, straw, moss, split bamboo, wood chips, etc. All items must be treated with fire-retardant materials. Documentation affirming non-combustible of flame- retardant properties must be available on-site.
    e) Welding or cutting equipment for show set-up or for demonstration purposes
    f) Gas-fired appliances for demonstration purposes
    g) Salamander stoves
    h) Compressed gas cylinders. If approved, cylinders are to be firmly secured in an upright position.
    i) Any cooking or heat-producing devices

13. The following are related to the display of automotive vehicles and equipment:

    a) There is to be no more than five gallons of fuel or 1/4 the capacity of the fuel tank, whichever is less.
    b) Fuel tanks are to be locked and all portable tanks removed. Locking the auto will be sufficient for cars in which the gas cap cover can only be unlatched from inside the vehicle.
    c) Ignition keys are to be removed and placed in a central location on site.
    d) The positioning of such vehicles shall be subject to approval of the Fire Marshal's Office.
    e) Vehicle operation will be limited to brief parade-type displays specifically approved by the Fire Marshal's Office.
    f) Vehicles, boats and similar exhibited products having over 100 square feet of roofed area are to have a smoke detector.

14. The following related to food shows:

    a) Deep fat fryers are not allowed in the facility.
    b) Chafing dishes are to be designed with a shelf for the fuel or chafing dish is to be placed on a sheet pan.

15. Public display of compressed flammable or toxic gases, hazardous materials, Class II, III or IV laser, blasting agents and explosives is only permitted after a review of the materials and/or devices is conducted and the proposed display has received approval of the Fire Marshal's Office.

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CONVENTION CENTER
DEPARTMENT

ACCD Exhibitor Services Division
500 East Cesar Chavez Street
Austin, TX 78701
Phone: 512-404-4000
Fax: 512-404-4220
accdexhibitorservices@austintexas.gov

Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD - all persons entering must check in with ACCD Security
- No possession or use of alcohol or illegal substances
- All containers, packages and vehicles subject to inspection
- The unlicensed possession of weapons by persons on ACCD property is a felony
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out
- The ACCD service yards are closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at 512-404-4111

CONVENTION CENTER DEPARTMENT
AUSTIN
TEXAS
SECURITY

April 2013

AUSTIN
CONVENTION CENTER
CATERING SERVICES

Exhibitor Catering Order Form

BUSINESS (COMPANY) INFORMATION			
Company Name *(Include Booth Name if Different)*:			
Billing Address:			
City, State, Zip Code:		Country:	
Main Telephone Number:			
Main Fax Number:			
Email Address:			

SITE (VENUE) INFORMATION	
Event Name:	**2014 TCEQ Air Permitting Seminars**
Booth Number:	
On-Site Contact Name:	
On-Site Contact Cell Number:	

DELIVERY DATE	DELIVERY TIME/END TIME	DESCRIPTION	QTY	TOTAL PRICE

If you are ordering services that require electrical power, please provide a booth diagram indicating appropriate location for placement.

If a diagram is not available, please provide a brief description here:
For questions regarding utilities services, contact us at accdexhibitorservices@austintexas.gov

Prices are exclusive of a 20% service fee and 8.25% applicable sales tax

This letter serves as my formal written authorization and approval for you to charge the credit card indicated below for any and all charges related to food services at the Austin Convention Center. **Full payment will be applied to the credit card prior to the first scheduled service. All services are provided with a 2 hour timeframe, after which all product & equipment will be removed.** Timeframe may be extended with appropriate fees.

CREDIT CARD AUTHORIZATION					
Card Type:	☐ Visa	☐ MC	☐ AMEX	☐ DISCOVER	Billing Zip Code:
Credit Card Number:					Exp Date:

Mail, Fax or Scan To: Jennifer Anthony – Director of Sales
Austin Convention Center Catering
Phone: (512) 404-4140 Fax: (512) 404-4149 Email: janthony@levyrestaurants.com

AUSTIN
CONVENTION CENTER
CATERING SERVICES

Sample Food and Beverage Authorization Form

Client/show manager is responsible for distributing sample F&B to their exhibitors and ensuring guidelines are adhered to during event.

Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products only with written authorization.

PLEASE MAIL, FAX OR EMAIL COMPLETED FORM TO OUR OFFICE AT LEAST 21 DAYS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION
500 East Cesar Chavez, Austin TX 78701

Phone: (512) 404-4140 Fax: (512) 404-4149
Email: janthony@levyrestaurants.com

General Conditions

1. Items dispensed are limited to products manufactured; represented or processed by the exhibiting firm.
2. All items are limited to SAMPLE SIZE. Below are maximum sample size quantities.
   a. Beverage limited to maximum of 3 oz. All alcoholic beverages MUST be purchased through and served by Austin Convention Center Catering, the in house food and beverage management company for the Austin Convention Center Department facilities (Austin Convention Center and Lester E. Palmer Events Center).
   b. Food items limited to "bite size" (1oz. or less).
3. The Applicant name below acknowledges they have the sole responsibility for disposition of such items in compliance with all applicable laws including the Texas Alcohol Beverage Code. Accordingly, the applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.
4. Show and/or Event Promoter is responsible for securing a City of Austin Health permit for sample items. The Austin Travis County Health Department phone number is (512) 978-0300. Permits must be displayed at the booths throughout the show.
5. Food and/or beverage items used as booth traffic promoters (i.e. coffee, popcorn, sodas, bar service, etc.). MUST be purchased from Austin Convention Center Catering.
6. Food and beverages MAY NOT BE SOLD on the premises.

Name of Event **2014 TCEQ Air Permitting Seminars** Event Date(s) -

Applicant Name _____ Phone _____ Fax _____ Booth# _____

Address _____ City _____ State _____ Zip _____

On-Site Contact Name _____

Product(s) You Wish to Dispense _____

Services Required: Please contact the Austin Convention Center Catering Sales Office at (512) 404-4140 regarding food & beverage items needed for your booth. Note: All sample items MUST receive prior approval and confirmation from Austin Convention Center Catering. Exhibitors not in compliance will be asked to remove the item(s) from the facility immediately.

In signing below I understand and agree to the terms and conditions above.

Applicant Signature _____ Date _____

Approved _____ Date _____

AUSTIN

CONVENTION CENTER

CATERING SERVICES

Booth Service Menu

To place your order, call our Sales Department at (512) 404-4140, fax it to (512) 404-4149 or email it to janthony@levyrestaurants.com no later than two (2) weeks in advance of event date.

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department.

Note a $25.00 delivery fee will be applied to all orders less than $75.00 per delivery (excluding service & sales tax).

20% Administrative Fee and 8.25% Sales Tax will be added to all orders

Payment Policy

Austin Convention Center Catering Policy requires 100% full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site, no exceptions. We accept: Mastercard, Visa, American Express, Discover and Company Checks. Any orders requested 14 days prior to the event date or on-site, will result in an additional 10% service charge.

BEVERAGES

Fresh Brewed Coffee, Decaf, Iced Tea	$42.50
Assorted Soft Drinks, 12 ounce can	$3.50
Purified Water (5 gallons and dispenser)	$30.00
Additional 5 gallons $10.00	
Bottled Spring Water, 16 ounce bottle	$3.50
Fruit Juice, 10 ounce bottle	$3.50
Specialty/Imported Beer, 12 ounce bottle	$5.00
Domestic Beer, 12 ounce bottle	$4.50
House Wine, 750ml bottle (each)	$26.00

Note: A bartender is required for all alcohol purchases
(1) Bartender at $30 per hour with a (4) hour minimum

BAKERY ITEMS

Assorted Breakfast Danish and Muffins (dozen)	$39.00
Assorted Donuts (per dozen, 5 dozen minimum)	$34.00
Fresh Baked Gourmet Cookies (per dozen)	$40.00

SNACKS

Tri-Color Tortilla Chips and Salsa (per quart)	$24.00
Crispy Potato Chips and Onion Dip (per quart)	$26.50
Mixed Nuts (per pound)	$32.00
Assorted Ice Cream Novelties (each)	$3.25
Popcorn Kit (per day)	$295.00

Includes: Popcorn Machine, Kernels, Oil, Seasoning, Bags, Electricity ($225 kit, $25 delivery fee and $25 clean up fee)

Additional Case of Popcorn	$100.00
ICE (20 Pounds)	$15.00
BOX LUNCHES (each)	$22.00

COLD PLATTERS

Assorted Croissant Sandwiches	(per dozen)	$115.00
(Beef, Ham or Turkey with Condiments & Relish Tray)		
Deli Platter with Sliced Roast Beef, Turkey, Ham, Salami, Swiss and Cheddar Cheese, Bread, Condiments and Relish Tray	(serves 25)	$215.00
Fresh Cut Seasonal Fruit Display	(serves 50)	$200.00
Fresh Crudites and Dip	(serves 25)	$120.00
Domestic Cheese and Cracker Tray	(serves 25)	$130.00

HORS D'OEUVRES

Jerk Chicken Wings	(per 100)	$375.00
Cold Smoked Jumbo Shrimp	(per 100)	$525.00
Assorted Cold Canapes	(per 100)	$375.00
Andouille Sausage Encroute	(per 100)	$530.00
Empanadas	(per 100)	$375.00
Mini Roasted Vegetable and Smoked Goat Cheese or Sweet Curried Pork and Toasted Corn		
Mini Smoked Beef Lumpia	(per 100)	$425.00
Assorted Finger Sandwiches	(per 100)	$345.00
Mini Dessert Extravaganza	(serves 100)	$450.00

CHEF DISPLAY PRESENTATIONS

Black Pepper Roasted Baron of Beef	(serves 150)	$770.00
Austin Quesadilla Station	(serves 100)	$1,050.00
Certified Angus Beef Slider Station	(serves 100)	$1,050.00
White Cedar Smoked Breast of Turkey	(serves 50)	$350.00

Note: A Chef Attendant is required for all display stations
(1) Attendant at $30 per hour with a (4) hour minimum