



**RENAISSANCE**<sup>®</sup>  
MONTGOMERY HOTEL & SPA  
AT THE CONVENTION CENTER

# Electrical Services

Renaissance Montgomery Hotel & Spa at the Convention  
Center, 201 Tallapoosa Street, Montgomery, AL 36104

## Show Contact Information:

Organization:	Alabama Music Educators Association		
Post As:	Alabama Music Educators Association Annual Meeting		
Convention Start Date	Jan 18, 2012	Convention End Date:	Jan 22, 2012
<b>Event Manager</b>	<b>Jason Gannon</b>	<b>Phone:</b>	<b>334-481-5181</b>
		<b>E-mail:</b>	<b>jason.gannon@mgmbr.com</b>

## Exhibitor Information:

Exhibitor Name:				Booth Number:				
Exhibitor Organization:								
Address				City			State	Zip
Phone:			Fax:			E-mail:		

## Electrical Service Charges:

Quantity	Item	Advanced Rate	Floor Rate*	Total
	Power Strip (no power)	\$15	\$15	
	Extension Cord (no power)	\$15	\$15	
	120 volt, 20 amp Standard Drop Cord	\$50.00	\$75.00	
	208 Volt, 0-50 amps, Single Phase	\$150	\$225	
	208 Volt, 50-100 amps, Single Phase	\$275	\$425	
	208 Volt, 0-50 amps, Three Phase	\$300	\$450	
	208 Volt, 50-100 amps, Three Phase	\$475	\$725	
	208 Volt, 200 Amps, Single Phase	\$400	\$600	
	208 Volt, 200 Amps, Three Phase	\$600	\$900	
	208 Volt, 400 Amps, Single Phase	\$750	\$1,125	
	208 Volt, 400 Amps, Three Phase	\$1,200	\$1,800	
			<b>Total Charges:</b>	

Please see **Rules & Regulations** on the second page of this document.

## Credit Card Authorization Information:

Name as it appears on the Credit Card:			
Credit Card Type (AX, Visa, etc.):			
Credit Card Account Number:			Exp. Date:

### Address Where Credit Card Bill is Sent:

Address:			
City, State, Zip:			
Phone Number:			

I certify that all information is complete and accurate. I hereby authorize The Renaissance Hotel and Spa at the Convention Center to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder Name (Printed):			
Cardholder Signature:			Date:

**E-mail or Fax this form back with your credit card authorization form to 334-481-5185 a minimum of fourteen (14) days prior to event date to guarantee service.**

## ELECTRICAL RULES & REGULATIONS

1. Under no circumstances, can power be resold by show management, production companies, the show's general contractor or exhibitors.
2. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
3. All equipment regardless of source of power must meet federal, state and local safety codes. The Hotel reserves the right to refuse electrical connection of equipment based on safety.
4. Claims will not be considered unless filed by exhibitors prior to the close of the show.
5. Prices are based on current wage rates and are subject to change without notice.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Hotel will not be responsible for power failure or voltage fluctuation.
7. All material and equipment furnished by the Hotel for electrical service orders shall remain the Hotel's property and shall be removed only by Hotel personnel, at the close of the show.
8. The Hotel electricians are authorized to cut exhibitor or decorator floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order.
9. Booth layouts are prepared by show management or decorators, NOT the Hotel or Convention Center.
10. All exhibitor cords must be of the 3-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
12. Payment must accompany the order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for services installed and not used.
13. Exhibitors are NOT allowed access to floor pits at any time.
14. Floor Rate prices apply to orders received after the due date (14 days prior to show opening). The Hotel does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Hotel prior to ordering.
15. Payment in the form of completed credit card authorization check or money order must accompany service orders. Power will not be installed until payment is received.
16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Hotel. Exhibitors may supply their own receptacles. Labor for electrical work on equipment including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by the Hotel electricians, will be charged at the prevailing rate (\$50.00 per hour, 1 hour minimum). If floor plans are received in advance (14 days prior to show opening) every attempt will be made to work with the Decorator to install cable under carpet.
17. Exhibitor Technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes, and is subject to inspection by the Hotel personnel.
18. Larger lights such as Leiko lights can be ordered from the Hotel's preferred in-house Event Technology department. For information on services and pricing call 334-481-5176.
19. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on centers throughout exhibit halls (but not ballrooms or meeting rooms).
20. The power in the Hotel and Convention Center's is 120/208, 3 phase, 5 wire. Other voltages are not available unless step-up or step-down transformers are provided by the exhibitor. Rates run the duration of the show.

**Make checks payable to:** Renaissance Montgomery Hotel & Spa.

**Order verification:** 334-481-5021

**For technical questions** call: 334-481-5176

Orders must be received 14 days prior to show opening to be eligible for the advanced rate.



# Exhibitor Network, Audio-Visual & Telecommunications Services

Renaissance Montgomery Hotel & Spa at the Convention Center, 201 Tallapoosa Street, Montgomery, AL 36104

## Show Contact Information:

Organization:	Alabama Music Educators Association		
Post As:	Alabama Music Educators Association Annual Meeting		
Convention Start Date	Jan 18, 2012	Convention End Date:	Jan 22, 2012
Event Manager	Jason Gannon	Phone:	334-481-5181
		E-mail:	jason.gannon@mgmbr.com

## Exhibitor Information:

Exhibitor Name:				Booth Number:				
Exhibitor Organization:								
Address				City			State	Zip
Phone:			Fax:			E-mail:		

**Network & Telecommunications Connections:** Rates quoted for voice and data connections a cover only the delivery of the service to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunications services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

Quantity	Item	Advanced Rate	Floor Rate*	Total
	High-speed Internet Connection* - Wireless	\$50.00	\$75.00*	
	High-speed Internet Connection* - Hard Wired	\$50.00	\$75.00*	
	Static Public IP Address* – see below – <b>NO Firewall</b>	\$125.00	\$200.00	
	Digital Telephone Line*	\$35.00	\$50.00*	
	Analog Telephone Line** (limited quantity)	\$75.00	\$95.00*	

All Internet connections will share 5 Mbps service. Please refer to Dedicated Internet Access below.

**Dedicated Internet Access** – Must be ordered 45 days in advance of show date.

Quantity	Capacity	Price	Total
	1.5 Mbps	\$1,500.00	
	3.0 Mbps	\$2,300.00	
	5.0 Mbps	\$3,000.00	
	7.0 Mbps	\$3,600.00	
	10.0 Mbps	\$4,200.00	

## Equipment Rental & Labor Charges:

Quantity	Item	Advanced Rate	Floor Rate*	Total
	8 port Hub Rental	\$150.00	\$175.00	
	24 port Hub Rental	\$225.00	\$300.00	
	Patch Cable (up to 50')	\$50.00	\$75.00	
	Six (6) outlet power strip	\$20.00	\$25.00	
	42" TV/DVD Player/Roll Cart Package	\$325.00	\$400.00	
	42" TV/ Roll Cart Package	\$275.00	\$350.00	
	DVD/VCR Combo Unit	\$75.00	\$100.00	
	Draped Roll Cart (54" or 34")	\$35.00	\$50.00	
	Labor / Floor work fee for Installation – per hour	\$50.00	\$75.00	

Call for pricing on most other audio/visual equipment items.

Total Charges:	
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# Exhibitor Network, Audio-Visual & Telecommunications Services

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## Conditions and Regulations

1. \* Late wired phone, wired internet or electrical lines may not be possible after exhibitor set up has commenced if exhibitor set up is extensive.
2. \*\* Analog telephone lines are in short supply. Orders must be confirmed to guarantee service.
3. Public IP Addresses: Exhibitor assumes ALL firewall protection in conjunction with a Public IP address.
4. **Advanced Rate:** orders must be received seven (7) days prior to show dates for advanced rates to apply.
5. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified.
6. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
7. All equipment must be properly tagged and wired with complete information as to type of current voltage, phase, cycle, horsepower, etc.
8. All materials and equipment furnished for this service order shall remain RMHCC's property and shall be removed only by RMHCC at the close of the show.
9. All exhibitors' cords must be of the 3-wire grounded type.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and do not include connecting equipment and special wiring
11. All pre-ordered service must be paid for at the time the order is being placed.
12. Rates above are flat rates for the duration of the show.
13. The exhibitor will be fully responsible for the protection and safekeeping rental equipment and will be responsible for returning all equipment to the show desk.
14. Use of any wireless device that interferes with the facility wireless data frequency is prohibited (this includes 802.11b, g, and n devices as well as another other devices in the 2.4GHz frequency spectrum). Exhibitor's service will be discontinued in the event unauthorized wireless devices are found to be in use, and if not removed upon notice power may be cut to the booth(s) or the exhibitor may be asked to leave.
15. We strongly recommend that all connections be wired as the reliability of a wireless signal can't be guaranteed.
16. Exhibitors will under no circumstances inject any signals back into the convention center/hotel network Cancellations must be in writing a minimum of fourteen (14) days prior to the scheduled first show date.

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