



AT&T EXECUTIVE EDUCATION  
AND CONFERENCE CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN

## Exhibit/Shipping Form for ER&L 2017

### **SHIPPING:**

The AT&T Executive Education and Conference Center will receive and store packages **72 hours** prior to your event. Please note that there is a package handling/storage fee for all incoming **AND** outgoing packages that arrive or leave the AT&T Conference Center.

The AT&T Conference center is not responsible for lost or stolen packages and cannot be held accountable for any customs delays for international items. If you purchased insurance through your courier please contact them immediately to submit a claim. Box handling fees are listed on [page 2](#).

### **Incoming Packages:**

To ship packages to the Conference Center please fill out this form and notify your Conference Services team prior to shipment and label each package as follows:

**Attention:** [Insert Name of person who will claim the packages]

**Event Name:** ER&L CONFERENCE

**Date of event:** April 2-5 2017

**AT&T Executive Education & Conference Center**

1900 University Avenue

Austin, Texas 78705

(512) 404-1900

**Box \_\_\_\_ of \_\_\_\_**

### **Outgoing Packages:**

To ship packages **out** of the Conference Center you will need to:

1. Bring your own pre-paid shipping labels from the courier of your choice; **The AT&T Conference Center will not cover any courier cost.** If you need labels, you are allowed to use the Business Center to create one online.
2. **Call your courier to schedule a pick up under your account** and have all boxes 100% ready for shipping upon departure (make sure you put a shipping label on each returning package).
3. Notify the Conference Concierge when you have scheduled your pick up and are ready for them to be taken to the Loading Dock.

*Shipping Terms & Conditions:* If the number of boxes differs from what you listed on the form, we will modify your expenses to reflect what was shipped in/out.

Please feel free to contact the Conference Concierge directly at 512-404-3688 or send an email to [abigail.vela@attconf.utexas.edu](mailto:abigail.vela@attconf.utexas.edu).

### **EXHIBITS:**

The AT&T Conference Center provides power service and or booth rental for your event.

Please note that ER&L is providing electrical power and booth rental.

- Each exhibit area includes (1) 6ft skirted table with two (2) chairs.
- Power service will include a 20 Amp Power.

*Exhibit Terms & Conditions:* Cancellation less than 24 hours prior to exhibit load-in will be charged 100% of one day's rate. Exhibitor agrees to be billed for any damages or loss of equipment. A representative must be in your booth to sign for delivery of equipment. \* If you have additional questions or need additional equipment for your booth such as additional Amp Power, LCD Monitor, Plasma Display, DVD Player, wireless mouse etc. please feel free to contact our PSAV Sales Office. Contact information: (512) 404-3638.



**Incoming/Outgoing**

Name of the event you are attending: ER&L Conference April 2-5/2017

Vendor Name & Name on Items; Attn: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Package Handling Fees:**  
**Inbound & Outbound Charges**

Description	Price	# of Incoming	# of Outgoing	Total amount:
Boxes Under 50lbs	\$7.00/Box			\$
Freight & Equipment Roller Cases (Or boxes over 50lbs.)	\$40.00 each			\$
Pallet (wrapped)	\$200.00/Pallet			\$
**Sales Tax (If applicable)	Tax: 8.25%			\$

*\*Rates are subject to change. We will apply current rates to your final bill. Rate is charged for each incoming & outgoing item.*

**Please Charge Total Amount to:**  
*(Please choose one)*

**Credit Card** American Express Master Card Visa Discover

Name on credit card: \_\_\_\_\_

\*Last four digits of Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*\*Please do not write the entire Credit Card number here. The Conference Concierge will call you directly to get the full credit card number.*

Please contact \_\_\_\_\_ at \_\_\_\_\_ to collect full CC number.

**Bill to Guest Room:**

Name: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



*I authorize any and all charges, including sales tax, on the items ordered on this form to be charged to this credit card, guest room or Conference Master Bill. All expenses are subject to an 8.25% Sales Tax. By signing the form you agree to all terms and conditions.*

Please Return To: AT&T Conference  
TX 78705. Telephone: 512-404-3688



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THE UNIVERSITY OF TEXAS AT AUSTIN

Center, 1900 University Avenue, Austin,  
Fax: 512-404-1600.

**Exhibit AV/Power Order Form**

Exhibitor Company Name: \_\_\_\_\_

On-Site Contact Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Additional Power Fees:**

	Price	Quantity	Number of Days	Total Amount:
20 Amp Power Drop	\$40.00			\$
100 Amp Power Drop	\$375.00			\$

*\*Rates are subject to change. We will apply current rates to your final bill*

If you have additional questions or need additional equipment for your booth such as additional Amp Power, LCD Monitor, Plasma Display, DVD Player, wireless mouse etc. please feel free to contact our PSAV Sales Office. Contact information: (512) 404-3638.

**Please Charge Total Amount to:**  
*(Please choose one)*

**Credit Card**

Please circle one: Group Master American Express Master Card Visa Discover

Name as it appears on credit card: \_\_\_\_\_

\*Last four digits of Credit Card: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\*Please do not write the entire Credit Card number here. The conference concierge will call you directly to get the full credit card number.

**Bill to Guest Room:**

Name: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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