



**Group Name: AVCA Annual Conference**  
**Date of Arrival: 11/8/2023**

**Exhibitor Name:** \_\_\_\_\_

**Booth/Table Number:** \_\_\_\_\_

**Recipient's Name:** \_\_\_\_\_

**Contact Telephone:** \_\_\_\_\_

**Contact E-Mail:** \_\_\_\_\_

**Please check the following requirements for your booth:**  
ALL CHARGES ARE PER DAY, AND SUBJECT TO SERVICE CHARGE AND TAX

**Electrical Power Strip + Cabling** (shared 20amp circuit)     \$45.00++ Per Outlet

**Electrical Dedicated 20-amp Power Drop**     \$90.00++ per Drop

**Wi-Fi**     \$16.00++ Per Connection

**Banner Hanging Fee**     \$75.00++ Per Banner

**\*\*\*Rental Dates Needed:** \_\_\_\_\_

**Shipping and Receiving**

Boxes/packages may be sent for arrival a maximum of 48 hours to groups' arrival. Please include: group name, exhibitor name, event manager name, and booth number.

**Shipping address: Renaissance Dallas Richardson Hotel**

**Attn: Alva Dang + (Recipient's Name – Exhibitor) + (Group Name)**  
**Hold for Arrival Date of MMM, DD, YYYY**  
**900 E. Lookout Drive**  
**Richardson, TX 75082**

There will be a handling/storage charge as follows:

| Box Size                 | Price                         | Qty | Shipping Date | Arrival Date | Carrier Name |
|--------------------------|-------------------------------|-----|---------------|--------------|--------------|
| 36x24x24                 | \$5.00 per box per day        |     |               |              |              |
| Large Box / Display Case | \$10.00 per box/ case per day |     |               |              |              |
| Pallets                  | \$100.00 per pallet per day   |     |               |              |              |

**Exhibitor Form Deadline: October 27, 2023**

Please return completed form to: [alva.dang@atriumhospitality.com](mailto:alva.dang@atriumhospitality.com)

For additional questions please contact:

Alva Dang, Sales & Event Service Manager – 972.367.6420

**A credit card must be submitted to finalize the request - a secure credit card link will be sent separately**  
**++ Subject to a 25% service charge and 8.25% sales tax ++**