



Group Name: AVCA Annual Conference
Date of Arrival: 11/13/2024

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	\$7.00 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: November 1, 2024

Please return completed form to: alva.dang@atriumhospitality.com

For additional questions please contact:

Alva Dang, Convention & Event 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 ++