

## 2024 ACCD Exhibitor Services – Information Packet

**Event:** The Running Event 2024

**Event Dates:** 11/16/2024 to 11/22/2024

**Discount Rate Deadline:** 11/2/2024

**Standard Rate Deadline:** 11/12/2024

**Floor Rate Applies:** 11/13/2024

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider of utility and IT services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read this document in its entirety. 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 online 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.

**Online ordering is available at our website [www.austinconventioncenter.com](http://www.austinconventioncenter.com) under the Exhibit tab.**

**This is the fastest, most convenient way to order and is completely PCI compliant. Please send all diagrams for your utility and/or IT services to your designated department contacts below.**

Utility Services Provided:

- Electrical
- Water and Drainage
- Compressed Air

IT Services Provided:

- Hard Line Internet
- Switching & Cabling
- VoIP Telephony Services

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

**UTILITY SERVICES CONTACT**

Jacek Czelak  
Events & Exhibitor Services Representative  
jacek.czelak@austintexas.gov  
512-404-4229

**IT SERVICES CONTACT**

Bruce Maxwell  
Bruce.Maxwell@austintexas.gov  
512-404-4087



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

## Ordering Instructions

**Online Ordering – The Preferred Method:** To place your order online please visit our website [www.austinconventioncenter.com](http://www.austinconventioncenter.com) under the **Exhibit** tab.

**Request an Invoice:** An invoiced order can be requested through the Utility Coordinator if preferred payment will be by check or bank transfer. This method should only be used if you are unable to order online. Invoices must be requested prior to the discount rate deadline on the first page of this document (14 days prior to the first contracted date of the event).

**Payment Method:** Payment in full must accompany order. Payment may be made by check, bank transfer, or credit card. **DO NOT SEND CASH.** Make check payable to 'Austin Convention Center.' Orders without payment will not be installed. Bank transfer details can be requested through the Utility Coordinator.

**Cancellation:** Cancellation of services must be made 3 days prior to the first contract date of the 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. **ACCD cannot guarantee floor orders.**
- Exhibitor booths will be audited during the event and charged for any additional services. The additional charges will be included in the exhibitor's final bill at the floor 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 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 to 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 closing of event.
- Refunds of less than \$50.00 will not be considered.
- Refunds for canceled services must be made 3 days prior to the first contracted day of the event.
- No refunds will be processed after the event closes. **NO EXCEPTIONS**

## General Terms and Conditions

- All floor order services (or changes to installed services) must be placed at the Exhibitor Services 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.

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accdexhibitorservices@austintexas.gov

## General Terms and Conditions Continued

- Wall and permanent building electrical or ethernet outlets 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 served basis. The ACCD cannot guarantee availability of utility and IT 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. Exhibitors must arrange regulatory values, 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.
- The exhibitor will be responsible for damage to electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by any reason of 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 fee expended or incurred by the ACCD in connection herein.

## UTILITY SERVICES

### Electrical Terms and Conditions

- A standard electrical outlet is a single female receptacle. Multi-outlet fixtures are available for purchase. Exhibitors are permitted to provide their own multi-outlet strips and extension cords.
- Labor
  - A. Labor is charged for:
    1. Any four (4) utility services in one (1) booth.
    2. Installation of utilities after booth display and/or carpet has been installed.
    3. Relocating/moving installed services.
    4. Re-taping electrical cords.
    5. Resetting breakers due to exhibitor equipment.
    6. Orders submitted without a booth diagram with installation instructions.
  - 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 connections are required, the 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 at [ACCDEXhibitorServices@austintexas.gov](mailto:ACCDEXhibitorServices@austintexas.gov) with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or 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 the 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 sources.
- Unauthorized use of electrical services will be terminated, or exhibitor must pay utility service charges associated with service.

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## Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV's.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adapters or special wiring.
- **200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.**
- **200/400amp services terminate in cam-lock connections.**
- If special electrical adapters or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- If adapters or plugs are not provided, exhibitors must provide bare-end tails for hardwiring to disconnect boxes.
- Customers are responsible for labor charges required to connect and disconnect wires and/or adapters.
- Please contact ACCD Exhibitor Services and request the Exhibitor Services Representative for your event if you have any questions.

## ADAPTER TYPE BY PRODUCT

Electrical Outlets		
Product ID	Product Description	Receptacle
E104	120 Volts 30 AMP (Only one device)	L5-30R
E203	120 Volts 20 AMP Ceiling Power	Standard
Product ID	Product Description	Receptacle
P202	208 Volts/Single Phase 20 AMP	NEMA L6-20R
P203	208 Volts/Single Phase 30 AMP	NEMA L6-30R
P206	208 Volts/Single Phase 60 AMP	Cam Locks
P210	208 Volts/Single Phase 100 AMP	Cam Locks
P302	120/208 Volts/3 Phase 20 AMP	NEMA L21-20R
P303	120/208 Volts/3 Phase 30 AMP	NEMA L21-30R
P306	120/208 Volts/3 Phase 60 AMP	Cam Locks
P310	120/208 Volts/3 Phase 100 AMP	Cam Locks
P320	120/208 Volts/3 Phase 200 AMP	Cam Locks
P340	120/208 Volts/3 Phase 400 AMP	Cam Locks
Product ID	Product Description	Receptacle
L102	Extension Cord w/ Single Plug	Standard

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## Compressed Air Terms and Conditions

- 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 Division for assistance.
- Exhibitor is responsible for providing compatible adapters to hose lines (3/8" or 5/8" fittings).

## Water/Drain Terms and Conditions

- **Water**
  1. All equipment using water must have an inlet and outlet properly tagged by the exhibitor and must connect to a 3/4" 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 the 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 invoice, at the floor rate in effect.

## Rigging / Ceiling Power Guidelines

- **Rigging Services** – Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center, and preferred rigging provider for Palmer Events Center.
  - **Please contact Phil Sherrod with Freeman Audio Visual at 512-827-3200 / philip.sherrod@freemanco.com.**
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs.
- All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at [www.austinconventioncenter.com](http://www.austinconventioncenter.com).
- Electrical cabling is provided for basic 120V electrical services.
- The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
- **Electrical cabling is NOT provided for services included in the "Power for Motors or Special Equipment" price list below.** Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table on page 4 of this packet for the receptacle that will be provided with each service.

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EVENTS CENTER

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## 2024 Utility Exhibitor Price List

Code	Description	U/M	Incentive Price	Standard Price	Floor Price
<b>Electrical Services - Utilities (EL)</b>					
<b>Electrical Outlets</b>					
E101	120 Volt Outlet 0-1000 Watts (8AMP)	EA	88.00	110.00	165.00
E102	120 Volts 15 AMP	EA	104.00	130.00	195.00
E103	120 Volts 20 AMP	EA	112.00	140.00	210.00
E104	120 Volts 30 AMP (NEMA L5-30R)	EA	152.00	190.00	285.00
E203	120 Volts 20 AMP - Ceiling Power	EA	180.00	225.00	385.00
<b>Equipment</b>					
L106	Adaptor	EA	50.00	50.00	50.00
L102	Extension Cord w/Single Plug	EA	25.00	25.00	25.00
L103	Multi-Outlet Strip - 6 Outlets	EA	25.00	25.00	25.00
<b>Power for Motors or Special Equipment</b>					
P202	208 Volts/Single Phase 20 AMP	EA	216.00	270.00	405.00
P203	208 Volts/Single Phase 30 AMP	EA	264.00	330.00	495.00
P206	208 Volts/Single Phase 60 AMP	EA	416.00	520.00	780.00
P210	208 Volts/Single Phase 100 AMP	EA	640.00	800.00	1,200.00
P302	120/208 Volts/3 Phase 20 AMP	EA	320.00	400.00	600.00
P303	120/208 Volts/3 Phase 30 AMP	EA	368.00	460.00	690.00
P306	120/208 Volts/3 Phase 60 AMP	EA	600.00	750.00	1,125.00
P310	120/208 Volts/3 Phase 100 AMP	EA	960.00	1,200.00	1,800.00
<b>Facilities - Maintenance (FA)</b>					
<b>Air/Water/Gas/Drainage</b>					
A200	Sink (Includes Water & Drain)	EA	360.00	450.00	675.00
A501	Water & Drainage	EA	240.00	300.00	450.00
A101	Compressed Air (Per connection)	EA	180.00	225.00	340.00
<b>Labor - Standard (LA)</b>					
<b>Labor - Operations</b>					
M101	Event Electrical Labor per hour	EA	65.00	65.00	65.00



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## **IT SERVICES**

### **Technical Services Terms and Conditions**

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH OPERATING GUIDELINES

#### **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 serve 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 IT Services Division at 512-404-4044 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

#### **Wi-Fi Operating Guidelines**

- 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 up to 3Mbps servicing clients, exhibitors, and attendees.
- Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cell 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 the eliminating/minimizing the use of these devices to improve the quality of wireless services in our facility.

## 2024 Exhibitor IT Services Price List

Price List Item	Description	U/M	Incentive Price	Standard Price	Floor Price
<b>IT Services (IT)</b>					
<b>Technical Services</b>					
2300-H100	Credit Card Processing - Ethernet 1Mbps	EA	115.00	150.00	230.00
2300-H101	10Mbps Internet Service; 1 IP address. DHCP only	EA	640.00	800.00	1,280.00
2300-H102	20Mbps Internet Service; 1 IP address. DHCP only	EA	960.00	1,200.00	1,920.00
2300-H103	30Mbps Internet Service; 1 IP address. DHCP only	EA	1,280.00	1,600.00	2,360.00
2300-H104	Additional IP Address (DHCP only)	EA	160.00	200.00	320.00
2300-H105	Public/Static IP Address	EA	240.00	300.00	480.00
2300-H312	Network Patch Cable (Up to 30ft.)	EA	65.00	65.00	65.00
2300-H405	Ethernet Switch-Unmanaged	EA	225.00	300.00	450.00
<b>Telephone</b>					
2400-T401	Specialty Programming	EA	50.00	50.00	50.00
2400-TC201	Digital Conference Phone - Local / Long Distance (s	EA	230.00	315.00	460.00
2400-TM301	Digital Phone - Local / Long Distance (Multiline)	EA	230.00	315.00	460.00
<b>Labor - Standard (LA)</b>					
<b>Labor - IT</b>					
3001-M103	Technical Labor per hour	EA	150.00	150.00	150.00



## ACCD Exhibitor Services – Floor & Booth Layout

Event: The Running Event 2024	Event Dates: 11/19/2024 to 11/21/2024
Discount Deadline: 11/2/2024	Floor Rate Applies: 11/13/2024

Company Name	Booth Number	Booth Size

**SCALE (check one)**

1 Square = 1 Ft (Default)

1 Square = \_\_\_\_\_ Ft

X = 10 x 10 Booth

X + Y = 10 x 20 Booth

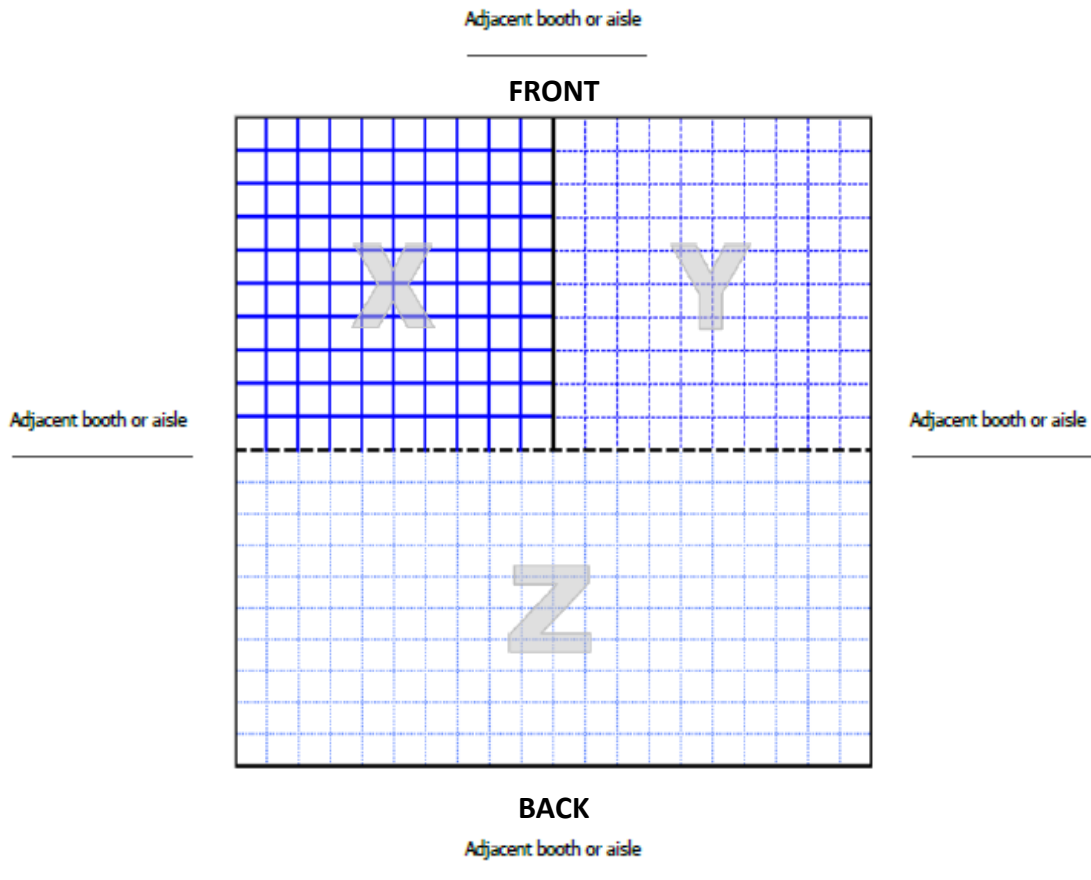
X + Y + Z = 20 x 20 Booth

- IMPORTANT INFORMATION**
- 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.

**LEGEND**

<b>X</b>	Power Outlet
<b>I</b>	Internet
<b>P</b>	Phone
<b>○</b>	Water
<b>▲</b>	Air

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



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## 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 yard is 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.**

