



RENAISSANCE.  
 PORTSMOUTH HOTEL  
 AND WATERFRONT CONFERENCE CENTER  
 PORTSMOUTH, VIRGINIA

**SERVICES REQUEST FORM**

*Must be received a minimum of fourteen (14) business days prior to your arrival.*

Conference Name: \_\_\_\_\_ Conference Date: \_\_\_\_\_

Service Begin/End Dates: \_\_\_\_\_ On-site Contact Name: \_\_\_\_\_

Company Requesting Service: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Payment: \_\_\_ Check \_\_\_ Visa \_\_\_ Mastercard \_\_\_ American Express \_\_\_ Discover \_\_\_

Room Charge (Verify) \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature)

**\*\* Service for late requests cannot be guaranteed. A charge of \$100 will be applied to all late requests in addition to normal charges. Banner charges will have an additional late penalty if requested less than 24 hours in advance. The Hotel and Conference Center reserves the right to refuse any requests for service that is deemed unsafe or ill advised.**

**ELECTRICITY**

**STEP 2**

Quantity	Description	# of Days	Fee Per Day	Total
_____	<b>Standard Electrical Service Rental (110 volt 20 amp)</b> Note: Power cords must be returned to the hotel otherwise your credit card will be charged an additional \$20.	_____	\$40.00	_____
_____	<b>Specialty Electricity Service (plug in charge)</b>			
_____	208/230 V 50 Amp 1 Phase	_____	\$ 50.00	_____
_____	208/230 V 50 Amp 3 Phase*	_____	\$100.00	_____
_____	208/230 V 100 Amp 3 Phase*	_____	\$150.00	_____
_____	Portable Dedicated Electric Service	_____	\$200.00	_____
_____	Hook up charge into electrical panel for 208/230/480	_____	\$250.00	_____
_____	*User to supply tails from area needed to electrical panel (minimum 100')			
_____	Power Strip		\$ 20.00	_____
_____	<b>Additional Equipment-Pallet Jack</b>			
_____		_____	\$ 50.00	_____
_____	<b>Genie Personnel Lift</b>			
_____		_____	\$300.00	_____
	<b>Total Electrical Charges:</b>		\$	_____

**Note: Any item in excess of 800 lbs. vendor to supply plywood for transporting over carpeted and tile areas of the hotel.**

**STEP 3**

**Rules and Regulation**

1. **Wall, column and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the Renaissance Portsmouth Hotel's Engineering department.**
2. **Under no circumstances shall anyone other than "house electricians" make electrical connections. (Does not apply to 110 volt outlets.)**
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment regardless of source of power, must comply with NEC electrical codes as well as Portsmouth, Virginia electric codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages to floor coverings and walls caused by exhibitor and/or exhibitor's employees.

**BOX HANDLING/STORAGE**

**STEP 4**

**Shipping Instructions:**

**In-coming:**

- ◆ Ship packages to arrive **NO EARLIER THAN 3 DAYS PRIOR TO SETUP**. We have limited space and boxes that arrive earlier will not be accepted.

Quantity	Description	Price per Box / Per Day	Amount
_____	Small - Large Box /Display Case	<b>\$3.00 each</b> X ___ day(s)	\$ _____
_____	Extra Large Box (25 lbs.+)	\$5.00 each    X ___ day(s)	\$ _____
_____	Heavy Equipment/Crates/Pallets	\$50.00 each    X ___ day(s)	\$ _____

Box handling charges will be billed to the guest/exhibitor.    **Total Box Handling Charges:**    \$ \_\_\_\_\_

**Plus \$25 Late fee if applicable**    \$ \_\_\_\_\_

**Plus Tax (5%)**    \$ \_\_\_\_\_

**Total Amount Due with tax:**    \$ \_\_\_\_\_

This line is for Hotel Use only:    Portage Amount: \_\_\_\_\_    Banquet Other Amount: \_\_\_\_\_

- ◆ Address incoming boxes as follows:

**Mr./Ms. Contact Name**  
**ABC Exhibitor Company Name (if applicable)**  
**c/o (meeting name and start date)**  
**The Renaissance Portsmouth Hotel and**  
**Waterfront Conference Center**  
**425 Water Street**  
**Portsmouth, VA 23704**  
**Attention: (Your conference services or catering manager's name)**

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made. Should you contract with the Hotel to move or set up your special items, handling charges will apply.

**Out-going:**

- ◆ All outgoing boxes must be packed, sealed and labeled by Exhibitor.
- ◆ Guests can ship out by contacting the Loss Prevention and/or Banquet's Department to the Loss Prevention Office by 5:30 p.m. on teardown day (Monday - Friday): Weekend shipments will be stored until Monday. Such shipping charges can be put on the on a credit card, or on the guest's UPS or FedEx account (you must provide your own UPS/FedEx account number or labels).
- ◆ Loss Prevention Department will provide a "shipping form" that the Hotel uses internally for proper tracking.
- ◆ Large boxes and exhibit cases need to remain in the exhibit area, however the Banquet's Plum Coat will still assist with making the arrangements.
- ◆ Questions should be directed to your Conference Services Manager prior to the meeting.

## TELEPHONE PRODUCTS

### STEP 5

Description	Rates	# of Days	Amount
Local/ Long Distance Analog Phone Line	\$100.00 hookup * (plus calls per day)	_____	_____
High Speed Internet Line (T1)	\$250.00 per day	_____	_____
Additional user	\$9.95 per day	_____	_____
<b>Total Telephone Charges:</b>			<b>\$ _____</b>

\*Hotel's published telephone rates will apply for outgoing calls.

## BANNER INFORMATION

### STEP 6

Banner Fee Information	# of Banners	Cost per banner	Total Banner Charges
Hang Banners	_____	\$ 50.00	\$ _____
Hang Banners w-out 24 hour notice	_____	\$150.00	\$ _____

*Banners to be delivered to your catering/conference services manager at least four hours prior to function.*  
*Banners to be hung (location in room): \_\_\_\_\_*

## AUDIO VISUAL EQUIPMENT

Audio Visual equipment is available by calling the Hotel's Audio Visual Department, Presentation Services @ 757-673-3033.

**Disclaimer: The Renaissance Portsmouth Hotel and Waterfront Conference Center is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.**

### STEP 7

<b>Payment:</b>	<b>Total Electrical Charges:</b>	\$ _____
	<b>Total Telephone Charges:</b>	\$ _____
	<b>Total Banner Charges:</b>	\$ _____
	<b>Total Charges from above :</b>	\$ _____
	<b>Plus \$25 Late fee if applicable</b>	\$ _____
	<b>Plus Tax (5% )</b>	\$ _____
	<b>Total Amount Due with tax:</b>	\$ _____

**Note: Credit cards will be charged upon receipt of this form.**

Fax or mail completed form to:

**The Renaissance Portsmouth Hotel and Waterfront Conference Center**  
**Sales Department**  
**425 Water Street**  
**Portsmouth, VA 23704**  
**Phone: 757-673-3050**  
**Fax: 757-673-3020**