



VENDOR INFORMATION

Welcome and thank you for choosing to exhibit at ***Solar Business Festival 2018***

DIRECTIONS TO THE HOTEL

From North

Take Interstate 35 South towards downtown Austin. Take Exit 234C (6th - 12th Streets - State Capitol) and the hotel is located at the corner of 11th Street and the I-35 access road.

From West

Take Highway 183 South to Interstate 35 South and take Exit 234 C (6th - 12 Streets - State Capitol). The hotel is located at the corner of 11th Street and the I-35 access road.

From Austin Bergstrom International Airport

Take Presidential Boulevard to SH 71W and take Exit 183 North towards downtown. Exit 7th Street and proceed to Interstate 35 access road and turn left. Make another left turn on 11th Street. The hotel is ahead at the intersection.

From South

Take Interstate 35 North towards downtown and take Exit 234 C (6th - 12 Streets - South Capitol). The hotel is located at the corner of 11th Street and the I-35 access road.

All unloading and loading needs to be done via *the loading dock located on the 10th Street side of the building.*
Please do not load/unload at the front entrance of the hotel.

BOOTH NEEDS / ORDER FORM

Attached is an order form for items you might need above and beyond what is being provided. For electrical, internet access or audio/visual support, please reference the PSAV Exhibitor Form.

SHIPPING / RECEIVING

The Sheraton Austin Hotel will receive and store boxes for you prior to the event. There is a \$5 per box handling fee for every box shipped to the hotel. Pallets incur a \$200 handling fee. Boxes can be stored for up to 48 hours prior to the event in our guest storage area. Please return the vendor requirements request form prior to shipment and label your packages and/or cases as follows:

Attention: Insert your name here

Company Name – <Conference Name> Exhibitor
Sheraton Austin Hotel
701 East 11th Street
Austin, Texas 78701
(512) 404-6907

Box ___ of ___ (number of total boxes)

To ship OUT of the hotel, there is an additional handling fee of \$5 per box or \$200 per pallet.

You will need to bring pre-paid labels from your choice of courier.

Call your courier to schedule pick up under your account and have all boxes 100% ready for shipping upon departure.

Please notify the Banquet department when you have scheduled your pick up and are ready for them to be taken to the Receiving Dock.

In order to make your stay enjoyable and productive, Julie Diaz, Director of Catering and the Convention Services team is standing by to assist you with your exhibiting needs. Please feel free to contact us directly at 512-404-6936/ jdiaz@sheratonaustinhotel.com



SHERATON AUSTIN VENDOR REQUIREMENTS REQUEST FORM

Thank you for exhibiting at Sheraton Austin Hotel
Please return this form to Julie Diaz, jdiaz@sheratonaustinhotel.com/ 512-404-6936.

Vendor Number: _____
(For Hotel use only)

Conference Name: Solar Business Festival 2018

Date Needed: _____
(please include start time and end time)

Vendor Name (Business Name) : _____

Contact Name: _____ **Email:** _____

Address: _____

Phone: _____ **Fax:** _____

On-site Contact (if different than above): _____

Mobile Phone: _____ **Email:** _____

Billing Information

CREDIT CARD: Please provide an email address to receive a secure electronic authorization link

or **BILL TO GUEST ROOM NAME** _____ **CONFIRMATION NUMBER** _____

Items Required

Flat Charge	Per Day Consumed
_____ Boxes delivered @ \$5/each	_____ Additional Chairs @ \$5 /each
_____ Boxes picked up @ \$5/each	_____ Additional Draped 6' x 30" Table(s) @ \$35 each
_____ Pallet(s) delivered @ \$200/each	_____ Draped Cocktail Round @ \$35/each
_____ Pallet(s) picked up @ \$200/each	_____ Draped 8' x 18" Table(s) @ \$35/each
	_____ Additional Table Drapes / Linens @ \$ 10 each
	_____ Wastebasket(s) @ \$5 each

All pricing subject to 24% Service Charge and 8.25% Sales Tax

All Audio Visual needs to be routed through PSAV (512) 404-6947

Including internet access, electricity hook-up, power cords, flip charts, easels, conference phones etc...

**** THIS FORM IS ONLY FOR BASIC REQUIRMENTS: ADDITONAL REQUIREMENTS CAN BE REQUESTED, CHARGES TO BE ESTABLISHED AT THAT TIME. NO SERVICE WILL BE PROVIDED UNTIL METHOD OF PAYMENT HAS BEEN CONFIRMED.****