

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
DAFITC 2025		8/25	8/27	
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERED BY	EMAIL (please print clearly)	PHONE		

Email completed form to [hotelsales@backstageemail.com](mailto:hotelsales@backstageemail.com).

Once this request form is submitted, a Backstage Productions Representative will contact you for an official order review and signature.  
Labor charges, sales tax, loss damage waiver, and service charges may apply.

VIDEO DISPLAY	please specify mounting requirements			QUANTITY	ADVANCED DAILY RATE
	Table Stand	Wall Mount*	Floor Stand*		
22" COMPUTER MONITOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$200++
43" MONITOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$430++
55" MONITOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$595++
75" MONITOR + ROLLING STAND	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$695++

\*Add \$100++ for Floor stand or \$175++ for wall or surface mounting options

POWER SERVICE	QUANTITY	ADVANCED SHOW RATE
120V SINGLE PHASE - 20 AMP		\$120++
L21-30 - 30 AMP THREE PHASE		\$230++
25' EXTENSION CORD		\$30++
POWER STRIP		\$30++
INTERNET	QUANTITY	ADVANCED SHOW RATE
SIMPLE WIFI CONNECTION		\$55++
HARD LINE CONNECTION		\$250++
MISCELLANEOUS	QUANTITY	ADVANCED DAILY RATE
25' HDMI CABLE		\$35++
SIGN RIGGING	PLEASE CONTACT HOTELSALES FOR QUOTE and/or ATTACH BOOTH LAYOUT TO THIS FORM	
CROWD STANTIONS/BARRIERS		\$35++/each (set of 2 minimum)

++ = tax and service charge

\*The deadline for audiovisual equipment rental orders is August 18th, 2025.  
We cannot guarantee equipment availability for orders placed after the deadline.



## Electrical, Networking, Audio-Visual & Telecommunications Services

Renaissance Montgomery Hotel & Spa at the Convention Center, 201 Tallapoosa Street, Montgomery, AL 36104

### ELECTRICAL RULES & REGULATIONS

1. Under no circumstances, can power be resold by show management, production companies, the show's general contractor or exhibitors.
2. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors or decorators unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
3. All equipment regardless of source of power must meet federal, state and local safety codes. The Hotel reserves the right to refuse electrical connection of equipment based on safety.
4. Claims will not be considered unless filed by exhibitors prior to the close of the show.
5. Prices are based on current wage rates and are subject to change without notice.
6. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Hotel will not be responsible for power failure or voltage fluctuation.
7. All material and equipment furnished by the Hotel for electrical service orders shall remain the Hotel's property and shall be removed only by Hotel personnel, at the close of the show.
8. The Hotel electricians are authorized to cut exhibitor or decorator floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order.
9. Booth layouts are prepared by show management or decorators, NOT the Hotel or Convention Center.
10. All exhibitor cords must be of the 3-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
12. Payment must accompany the order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in, in order to receive credit. Credit will not be given for services installed and not used.
13. Exhibitors are NOT allowed access to floor pits at any time.
14. Floor Rate prices apply to orders received after the due date (14 days prior to show opening). The Hotel does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Hotel prior to ordering.
15. Payment must accompany service orders. Power will not be installed until payment is received via email link authorization.
16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No plugs of any kind are provided by the Hotel. Exhibitors may supply their own plugs. Labor for electrical work on equipment including repairs, tracing malfunctions, fishing cable under carpet, and hook-ups provided by the Hotel electricians, will be charged at the prevailing rate (\$85 per hour, 1 hour minimum). If floor plans are received in advance (14 days prior to show opening) every attempt will be made to work with the Decorator to install cable under carpet.
17. Exhibitor Technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes, and is subject to inspection by the Hotel personnel.
18. Larger lights such as Leko lights can be ordered from the Hotel's preferred in-house Event Technology department. **For information on services and pricing call 334-481-5143.**
19. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on centers throughout exhibit halls (but not ballrooms or meeting rooms).
20. The power in the Hotel and Convention Center's is 120/208, 3 phase, 5 wire. Other voltages are not available unless step-up or step-down transformers are provided by the exhibitor. Rates run the duration of the show.

### Conditions and Regulations

1. Late wired phone, wired internet or electrical lines may not be possible after exhibitor set up has commenced if exhibitor set up is extensive.
2. Analog telephone lines are in short supply. Orders must be confirmed to guarantee service.
3. Public IP Addresses: Exhibitor assumes ALL firewall protection in conjunction with a Public IP address.
4. **Advanced Rate:** orders must be received seven (7) days prior to show dates for advanced rates to apply. **Within 7 days of show date 15% will be added to the total invoice.**
5. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified.
6. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
7. All equipment must be properly tagged and wired with complete information as to type of current voltage, phase, cycle, horsepower, etc.
8. All materials and equipment furnished for this service order shall remain RMHCC's property and shall be removed only by RMHCC at the close of the show.
9. All exhibitors' cords must be of the 3-wire grounded type.
10. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and do not include connecting equipment and special wiring
11. All pre-ordered service must be paid for at the time the order is being placed.
12. Rates above are flat rates for the duration of the show.
13. The exhibitor will be fully responsible for the protection and safekeeping rental equipment and will be responsible for returning all equipment to the show desk.
14. Use of any wireless device that interferes with the facility wireless data frequency is prohibited (this includes 802.11b, g, and n devices as well as another other devices in the 2.4GHz frequency spectrum). Exhibitor's service will be discontinued in the event unauthorized wireless devices are found to be in use, and if not removed upon notice power may be cut to the booth(s) or the exhibitor may be asked to leave.
15. We strongly recommend that all connections be wired as the reliability of a wireless signal can't be guaranteed.
16. Exhibitors will under no circumstances inject any signals back into the convention center/hotel network Cancellations must be in writing a minimum of fourteen (14) days prior to the scheduled first show date.