

Date Request and Contracting

Date Request and Contracting

Date Request

- A completed ACCD Request Application and a request for date(s) does not guarantee the date(s) will be contracted.
- A non-refundable Application fee of one hundred (\$100) dollars may be required.
- An Executed Contract is recorded upon the receipt of a Contract signed by the Client with the appropriate deposits and countersigned by the Department.
- In the best interest of our clients, the Department reserves the right to limit consumer shows and/or events with similar themes attempting to book within 30 calendar days of a competing event.
- Requests not contracted within the specified time frame below are omitted from our records without notification to requester.
 1. Requests seven (7) to eighteen (18) months from the current date must be contracted within thirty (30) days.
 2. Requests within seven (7) months from current date must be contracted within five (5) business days.

Contract Information/Requirements

- A written, Executed Contract is the agreement that commits specific date(s) and specific space(s) for an event.
- Changes to the Contract must be mutually agreed upon and amended.
- Request Applicants are cautioned not to sell space, advertise, or promote the event without an Executed Contract. The Department or City of Austin will not assume responsibility or liability for any such promotion(s).
- The Client, upon entering into a properly Executed Contract, agrees with the terms therein.
- A Contract Day begins no earlier than 6:00 A.M. and ends no later than 11:59 P.M. on the same calendar day.
- Overtime charges are assessed at \$600 per hour after Midnight and before 5:59 A.M.
- Client is required to pay the prevailing rate for all services and equipment in effect at the time of the event.
- Changes to the initial room set are assessed labor fees plus the cost of the additional equipment requested.
- Exhibit floor plans require a thirty by thirty (30' x 30') area for concession equipment in each hall. Additional space is required for seating.

Contract Deposit(s)

- The following non-refundable deposits are due and payable in cash, check, credit card (VISA, MC, American Express, Diner's Club, Discover, Carte Blanche), money order or cashier's check.
 1. Beyond one (1) year, fifteen percent (15%) of the total contract rental amount.
 2. At one (1) year, fifty percent (50%) of the total contract rental amount.
 3. At sixty (60) days, the balance of the contract rental amount.

Insurance

- A Certificate of Insurance is required for all events and must be submitted to the Department sixty (60) days prior to the first contract day.
- Commercial General Liability insurance with a minimum combined single limit of \$1,000,000 per occurrence and a minimum \$1,000,000 aggregate including products and completed operations and contractual liability coverage.
- Fire Legal Liability included with limits of \$50,000.
- Comprehensive Automobile Liability insurance with a minimum combined single limit of \$500,000 including owned, non-owned and hired coverage.
- The "City of Austin" shown as additional insured for both Commercial General Liability and Comprehensive Automobile Liability.
- Only insurance written by a company with an A.M. Best rating of no less than a B+ and in good standing with the State Board of Insurance shall be acceptable to the City.

The Certificate Holder to read:

City of Austin – Austin Convention Center Department
 P.O. Box 1088
 Austin, TX 78767-8838

Contract Cancellation

- Non-compliance with contract terms is grounds for cancellation. In the event of cancellation, the Department may retain all deposits collected.
- Client is liable for full rental on space canceled within six (6) months of first contract day.

Event Invoice

- The balance, if any, owed the Department is due and payable at the time the invoice is presented.

Revised 9/09

