



# AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
ORDERED BY:			

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

➤ If you have a special request or need additional equipment, please call 972.851.2876. Email completed form to [ecowan@psav.com](mailto:ecowan@psav.com)

**PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.**

VIDEO/ DATA DISPLAY	QTY	PRICE	MONITORS	QTY	PRICE
DVD Player		\$ 85	22" Multi Sync (Wallmount; Single Pole Stand)		\$ 145
LCD Projection Package		\$ 670	46" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 565
AUDIO EQUIPMENT	QTY	PRICE	55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 730
Individual Small Powered Speaker (up to 5 people)		\$ 80	ACCESSORIES	QTY	PRICE
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 415	8' Tripod Screens		\$ 125
4-Channel Mixer		\$ 70	INTERNET ACCESS	QTY	PRICE
CUSTOM ITEMS	QTY	PRICE	Wired Internet Connection		\$ 190
Whiteboard		\$ 80	Wireless Internet Connection		\$ 30
Flipchart		\$ 70	Dedicated Bandwidth	Please contact PSAV for quote	
		\$	POWER	QTY	PRICE
		\$	208V Single Phase - 20 AMP		\$ 135
		\$	25' AC Cable + Power Strip		\$ 40

## ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**TAX EXEMPT STATUS** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

### CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor and/or service charges may apply, and/or loss damage waiver.**

## SHIPPING INSTRUCTIONS

Please contact Hotel Sales Manager associated with main account for shipping needs

### SPECIAL REQUESTS Please add any items not listed above that you require.


