



**FOUR SEASONS HOTEL**  
*Austin*

## Four Seasons Hotel Austin Exhibitor AV Order Form

Please fill in the grey boxes & return to [kwimberley@psav.com](mailto:kwimberley@psav.com). A PSAV representative will confirm your order with a total and confirmation #.

Exhibitor Company Name & Address	Booth # & Location	Order Contact Name, E-mail, & Phone	On-site Contact Name & Cell #	Setup Date/Time	Strike Date/Time

Quantity	Monitors	Cost per day	Quantity	AV Equipment	Cost per day	Quantity	AV Equipment	Cost per day	<b>25% Administrative Fee and TX State tax will be added to all orders.</b>
	19" Monitor/Table Stand	\$125		60" Monitor/Floor Stand	\$695		3300 Lumen Project/6' Tripod Screen	\$795	
	27" Monitor/Table Stand	\$295		Computer Speakers Set	\$45		Wi-Fi per user (up to 3Mbps)	\$170	
	42" Monitor/Floor Stand	\$495		20 amp Power Service	\$140		Wired Internet Connection (up to 3Mbps)	\$300	
	55" Monitor/Floor Stand	\$595		30 amp Power Service	\$200		3M Post-it Flipchart Pad, stand, 4 markers	\$95	

Credit Card Type: American Express \_\_\_\_\_ Discover \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_

Credit Card Number: \*\*\*\*\* PLEASE CALL 512-685-8335 TO PROVIDE CREDIT CARD NUMBER \*\*\*\*\*

Cardholder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Due to equipment availability and labor scheduling requirements, all orders received less than 48 hours in advance of function, may require substitutions or delayed delivery.

Signature \_\_\_\_\_ Date \_\_\_\_\_

	<b>To be</b>
Subtotal on above items	
23% Administrative Fee on above Subtotal	<b>completed</b>
Subtotal w/ Administrative Fee	<b>by a</b>
8.875% tax on Subtotal w/ Admin. Fee	<b>PSAV</b>
TOTAL w/ Admin. Fee & Tax	<b>Representative</b>

Return completed form to  
[kwimberley@psav.com](mailto:kwimberley@psav.com) & call 512-685-8335 to provide credit card info



**PARTNERS IN SHOW™**

