



2019 Exhibitor Service Order Form

NAME OF CONFERENCE (REQUIRED FOR PROCESSING):				BOOTH #	
				LOCATION:	
COMPANY NAME:		CONTACT NAME:		PHONE:	
				E-MAIL:	
ADDRESS:		CITY:		STATE:	
				ZIP:	
SETUP DATE:	TIME:	*** THERE IS A 25% EVENT TECHNOLOGY SUPPORT CHARGE ON ALL ORDERS ***ADVANCED RATE APPLIES TO ALL ORDERS RECEIVED AND PAID FOR MORE THAN 10 DAYS BEFORE THE START OF EVENT			
STRIKE DATE:	TIME:				

ELECTRICAL SERVICES						GENERAL AUDIO VISUAL					
120V	ADVANCED RATE	QTY	STANDARD RATE	QTY	SUBTOTAL		ADVANCED RATE	QTY	STANDARD RATE	QTY	SUBTOTAL
20 AMP	\$145		\$185		\$ -	24" MONITOR	\$235		\$250		\$ -
					\$ -	32" MONITOR	\$250		\$375		\$ -
FOR ADDITIONAL POWER REQUIREMENTS PLEASE CONTACT PSAV DIRECTLY						46" MONITOR	\$535		\$650		\$ -
HIGH SPEED INTERNET ACCESS						55" MONITOR	\$695		\$775		\$ -
PER CONNECTION	ADVANCED RATE	QTY	STANDARD RATE	QTY	SUBTOTAL	70" MONITOR	\$1,015		\$1,095		\$ -
WIRELESS	\$20		\$50		\$ -	Larger Monitor Available	Call for pricing		Call for pricing		
WIRED	\$190		\$225		\$ -	LAPTOP	\$240		\$295		\$ -
						25' EXT CORD	\$20		\$40		\$ -
						POWER STRIP	\$20		\$40		\$ -
						FLIPCHART	\$70		\$135		\$ -

TERMS AND CONDITIONS	
1)	Pricing is per show and is subject to 24% Event Technology Support and 6% Sales Tax
2)	Cancellation Policy: All cancellations must be submitted in writing. Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% charge of the order total. Cancellations received less than 24 hours or the day of scheduled delivery are subject to full charge.
3)	Outlet rates listed include bringing the services to one location at the rear of the booth.
4)	Standard wall and other permanent building utility outlets or sockets are not part of the booth space and may not be used by exhibitors unless electrical services have been ordered.
5)	All equipment, regardless of the source of power, must comply with Federal, State, and Local codes. The Hotel reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
6)	Payment in full must be received prior to the start of the event. Services may be interrupted if payment is not received.
7)	The Hotel is not responsible for any and all losses of power beyond the Hotel's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, or faulty exhibit equipment.
8)	By signing this form the exhibitor agrees to all terms & conditions outlined above. Separate order will be created for client review & signature.

*ALL PRICING IS PER DAY
 FROM THE INSTALL DATE TILL REMOVAL DATE*
 Minimum 1 hour of labor required for each order
 PSAV reserves the right to determine the amount of labor required for each order

SUMMARY OF CHARGES	
Audiovisual or ELECTRICAL SERVICES	\$ -
HIGH SPEED INTERNET	\$ -
LABOR	\$ -
24% EVENT TECHNOLOGY SUPPORT	\$ -
6% SALES TAX	\$ -
TOTAL	\$ -

Please call to provide credit card information for payment.

 *CLIENT SIGNATURE (required to process order)

 DATE