



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 216.928.1530. Email completed form to 2096Exhibits@psav.com

ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE	MONITORS	QTY	PRICE
PC Laptop Computer		\$ 175	24" Monitor on Table Stand		\$ 145
LCD Projector		\$ 300	55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 495
AUDIO EQUIPMENT	QTY	PRICE	80" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 875
Wired Gooseneck Microphone:		\$ 55	OFFICE EQUIPMENT	QTY	PRICE
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 130	Post-It Flipchart Package		\$ 60
Individual Small Powered Speaker (up to 5 people)		\$ 90	CUSTOM ITEMS	QTY	PRICE
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 200			\$
ACCESSORIES	QTY	PRICE			\$
8' Tripod Screen		\$ 60			\$
10' Cradle Screen		\$ 125			\$
42"- 54" Rolling Cart w/Black Skirt		\$ 25			\$

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.

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

PLEASE EMAIL COMPLETED FORM TO: 2096Exhibits@psav.com
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