



AUDIOVISUAL EXHIBITOR SERVICES

Contact Information

Payment

<u>Company Name:</u>		<u>Location:</u>		Pre-payment must accompany all orders unless prior arrangements have been made. Please choose payment method from list below:	
<u>Ordered By:</u>		<u>Onsite Contact:</u>		<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Diner's Club <input type="checkbox"/> American Express	
<u>Credit Card Billing Address:</u>				<u>Charge to:</u> Group Name :	
				Master #	
<u>City, State, Zip:</u>		<u>Email Address:</u>		<u>Card Holder's Name:</u>	
<u>Phone #:</u>				<u>Credit Card #:</u>	
				<u>Expiration Date:</u>	
<u>Setup Date & Time:</u>		<u>Booth #</u>		<u>Signature:</u>	
<u>Removal Date & Time:</u>				<u>Date:</u>	

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

EQUIPMENT	QUANTITY	Price	DAYS	TOTAL	Ordering Instructions
Video/Data Display					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 four-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.
Laptop		\$240.00		\$ -	
LCD Projector Package		\$670.00		\$ -	
DVD Player		\$90.00		\$ -	
Audio Equipment					
PC Audio with Speakers		\$150.00		\$ -	
Wired Microphone		\$80.00		\$ -	
Wireless Microphone		\$200.00		\$ -	
Monitors					
20" Monitor XGA		\$150.00		\$ -	
32" Monitor & Stand with Speakers		\$495.00		\$ -	
46" Monitor & Stand with Speakers		\$625.00		\$ -	
Internet					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, dravvae and tax.
Exhibitor Wireless Internet Advance		\$155.00		\$ -	
Exhibitor Wireless Internet Onsite		\$255.00		\$ -	
Power					Shipping Instructions Any materials being sent to the hotel must be marked as follows: 1. The Hilton Miami Downtown 2. Hold for Arrival - Attn: Guest's Name and/or Organization Name 3. Complete Return Address 4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2) 5. Address Packages to: 1601 Biscayne Blvd, Miami, FL 33132.
6-outlet Power Strip and Extension Cord		\$100.00		\$ -	
120V Dedicated 15 AMP		\$200.00		\$ -	
120V Dedicated 20 AMP		\$225.00		\$ -	
Submit completed forms to the below email addresses: pablo.medero@psav.com				Subtotal	\$ -
				Labor \$	\$ 105.00
				EST: Total with Tax	