EXHIBITOR SERVICES ORDER REQUEST

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS	
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.	
STREET ADDRESS		CITY	STATE	ZIP CODE	
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
		DPM		DPM	
EMAIL ADDRESS		ORDERED BY			

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a % markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental. This order is subject to all terms and conditions as set forth in the Event Quote.

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

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. If you do not provide such certificate, then sales taxes will be charged.

Cancellations – If you cancel this order 30 days or more before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred by PSAV. The following cancellation fees will apply regardless of the reason for cancellation. Cancellations received 29 to 15 days before the first day of the Event will be subject to a cancellation charge equal to 50% of the services ordered below or as set forth in the Event Quote (whichever is greater). Cancellations received 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the services ordered below or as set forth in the Event Quote (whichever is greater). Cancellation charge is earlier, or after equipment has departed from its storage facility, will be subject to a cancellation charge below or as set forth in the Event Quote (whichever is greater).

Shipping Instructions - Materials sent to the venue must be marked as follows:

Form Submission – Email completed form to:

MONITORS	PRICE	QTY.	DAYS RENTED	TOTAL	LIGHTING	PRICE	QTY.	DAYS RENTED	TOTAL
22" Multi Sync Monitor	\$				Up-light	\$			
□ Wall Mount □ Single-P 32" I CD monitor	ole Stanc				POWER	PRICE	QTY.	DAYS RENTED	TOTAL
	⊅ ole Stand	Sn	eakers		120V – 5 AMP	\$			
 46" LCD monitor 	\$	_ 0p	ounoro		120V – 10 AMP	\$			
	ble Stand	🗆 Sp	eakers		120V – 15 AMP	\$			
55" LCD monitor	\$				208V Single Phase – 20	AMP \$		· · · · · · · · · · · · · · · · · · ·	
🗆 Dual-Post Stand 🛛 Ta	ble Stand				208V Single Phase – 30	AMP \$			
70" LCD monitor	Please	e conta	ct PSAV for quo	ote	208V Single Phase – 60.	AMP \$			
AUDIO EQUIPMENT	PRICE	QTY.	DAYS RENTED	TOTAL	208V Three Phase – 20	AMP \$			
CD player				101/12	208V Three Phase – 30	AMP \$			
 Wired microphone 	\$				208V Three Phase – 60	AMP \$			
□ Handheld □ Lavalier	Ψ				25" AC cable	\$			
Wireless microphone	\$		_		Power strip	\$			
🗆 Handheld 🛛 🗖 Lavalier					INTERNET	DDICE	οτν	DAYS RENTED	TOTAL
Wireless headset microphe					Wired internet connection				IUIAL
Requires wireless micropho					 Wireless internet connect 				
Powered speaker	\$				 Dedicated bandwidth 				
up to five people	^					Please co	ntact P	SAV for quote	
Sound system two speakers, two stand	ې د موم mi	vor opc	wirod micropho		RIGGING				_
up to 20 people	s, one mi	kei, one	wiled micropho		All rigging requests should b	be placed u	using th	e <u>Rigging Requ</u> e	est Form
 4-channel mixer 	\$				SPECIAL REQUESTS				
					Please add any items not list	ted above t	that you	ı require.	
ACCESSORIES			DAYS RENTED	TOTAL					
DVD player	\$								
	Ъ								
Black-and-white printer	\$				Once processed, an Event	Quete will	ho om	ailed to you for	
PROJECTION	PRICE	QTY.	DAYS RENTED	TOTAL	signature. The total charge	per item i	s deter	mined by multir	olvina
LCD projector	\$				the price by number of days Quote will include appplicat	s by the qu	antity o	ordered. Your Ev	vent
42"-54" Rolling cart	\$				and/or service charges may	pie Sales I v apply and	ax on e l/or los	equipment renta	i, labor
Tripod screen	\$				and, or service ondiges may		., 01 103		
□ 5' □ 6' □ 7' □ 8'									
							- 24		

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BOOTH DIAGRAM

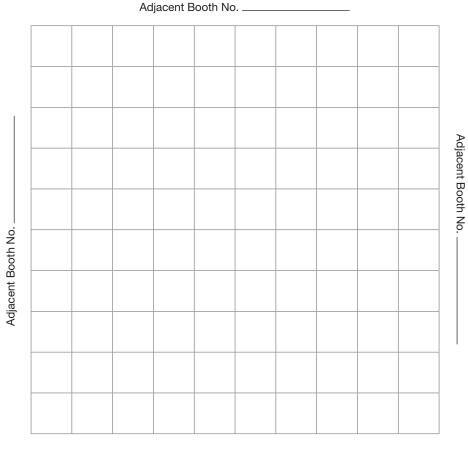
ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.		
SHOW NAME	SHOW DATES		

Internet

Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.



Adjacent Booth No.

