



**HYATT REGENCY CAMBRIDGE  
EXHIBITOR ORDER FORM**

*Special equipment needs?... Give us a call!*

	QTY	SHOW COST	# OF DAYS	TOTAL
<b>ELECTRIC</b>				
15 Amp Power Strip and Extension Cord (shared wall power)		\$40.00		
Dedicated 20 amp circuit with power strip		\$145.00		
60 Amp single phase distribution panel		\$310.00		
100 Amp single phase distribution panel		\$400.00		
<b>PROJECTION EQUIPMENT</b>				
LCD Projector, 3000 Lumens		\$480.00		
6' or 8' Tripod Screen		\$90.00		
<b>DATA/ VIDEO MONITORS</b>				
20" Flat Screen Data Monitor		\$140.00		
32" Flat Screen Data/ Video Monitor w/stand		\$245.00		
46" Flat Screen Data/ Video Monitor w/stand		\$535.00		
<b>COMPUTER and PRINTER RENTAL</b>				
Laptop Computer		\$240.00		
Black & White Printer		\$180.00		
Color Printer		\$220.00		
<b>HIGH SPEED INTERNET ACCESS</b>				
Wired HSIA Line (initial)		\$100.00		
Wired HSIA Line (additional)		\$100.00		
Up to 5 wireless internet connections		\$75.00		
				Sales Tax 6.25%
				**LDW 9%
				<b>Total</b>

**ALL RENTAL PRICES ARE BASED ON PER DAY CHARGES; ALL RENTAL PRICES SUBJECT TO 15% MARK-UP IF ORDERED DAY OF RENTAL PRICES DO NOT INCLUDE SETUP AND STRIKE LABOR**

\*DELIVERY, INSTALLATION, REMOVAL & PICK-UP includes total set-up, pre-testing and takedown at conclusion.

\*\*LOSS DAMAGE WAIVER - optional insurance policy covering accidental damage or loss to rental equipment.

EXHIBITOR INFORMATION			PAYMENT INFORMATION
FIRM NAME	BOOTH NUMBER	BOOTH NAME	<p>The customer agrees to pay in full for intentional loss or theft of any equipment provided by PSAV Presentation Services. Pre-payment must accompany all orders unless prior arrangements have been made.</p> <p>Credit Card # to be provided over the phone. It is against PSAV policy to deliver CC # via email.</p> <p>CARD HOLDERS NAME: EXP. DATE SIGNATURE: DATE:</p>
ATTENTION	ON-SITE CONTACTS		
ADDRESS	ORDERED BY		
CITY, STATE, ZIP			
PHONE			
EMAIL			
INSTALLATION DATE			
TIME			
OPENING DATE			
TIME			
REMOVAL DATE			
TIME			

**FOR MORE INFORMATION:**

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