

EXHIBITOR ORDER FORM-2018



Video Equipment

	Qty	DAILY RATE		Days Used	Total
		Advanced*	On Site**		
DVD Player		\$100.00	\$135.00		
32" Color Monitor (Not for computer use)		\$260.00	\$360.00		
46" Plasma Monitor (Includes monitor stand)***		\$525.00	\$710.00		
55" Plasma Monitor (Includes monitor stand)***		\$1,350.00	\$1,825.00		

For 46" & 55" monitors, specify if displaying on table or if stand is needed below:

*** PSAV does not supply wall mounts or labor for mounting monitors to your hard sets***

	Qty	Advanced	On Site	Days Used	Total
LCD Package Including projector, cart, power, VGA cable and 5', 6' or 7' tripod screen		\$690.00	\$940.00		
54" Rolling Cart with Black Skirt		\$35.00	\$50.00		

Internet

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Per Device-Basic Service-Wireless (includes 1 device connection and 1/8 Mbps of bandwidth)		\$155.00	\$250.00		
Per Device-Basic Service-Wired (includes 1 device connection and 1/2 Mbps of bandwidth)		\$565.00	\$755.00		

PC Compatible Systems

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Laptop Computer with CD drive		\$250.00	\$340.00		

Please Note Specific Software/Hardware Needs Below:

	Qty	Advanced	On Site	Days Used	Total

Power

	Qty	ONE-TIME FEE		Days Used	Total
		Advanced	On Site		
10 amp Single Phase Power		\$185.00	\$260.00		
20 amp Single Phase Power		\$240.00	\$345.00		
Power strip		\$20.00	\$30.00		
25' extension cord		\$20.00	\$30.00		

Labor may apply to under carpet or complex booth sets.

Computer Accessories

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
HP Laserjet 4 Black & White Printer (8ppm, PC)		\$175.00	\$240.00		
20" Wide Screen LCD Monitor		\$150.00	\$210.00		

Audio Equipment

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
CD Player		\$65.00	\$90.00		
Sound System with (2) speakers		\$390.00	\$530.00		
UHF Wireless Microphone (specify lapel or hand held)		\$185.00	\$250.00		
4 Channel Mixer		\$75.00	\$110.00		

Rental Totals

PAYMENT IS DUE WHEN ORDER IS PLACED

TOTAL	
SET UP/PICKUP/SERVICE CHARGE (24% of Total - \$75.00 minimum)	
SUBTOTAL	
SALES TAX (11% of line Subtotal line)	
TOTAL DUE	

Customer Information

Show/Convention Name: _____

Show/Convention Dates: _____

Company/Organization Name: _____

Billing Address 1: _____

Billing Address 2: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Telephone #: _____

Fax #: _____

Email: _____

Ordering Instructions

- ➡ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. One-day charge for power & telecom.
- Please include applicable Sales Tax on all items.
- 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.
- ➡ Please fill in all blue areas plus the item(s) you are requesting!
- ➡ **LABOR:**
Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- ➡ **CANCELLATIONS:**
Cancellation of your order must be received 48 hours prior to delivery date to avoid a minimum one day charge.

Delivery Information

On-Site Contact: _____

Booth #: _____ Room: _____

Installation Date: _____ Time: _____

Show Start Date: _____ Time: _____

End Date: _____ Time: _____

Method of Payment

PLEASE CHECK ONE

Card Number: _____ Exp Date ___ / ___

Cardholder's Name (as appears on card): _____

Cardholders Signature: _____

American Express

Visa

MasterCard

Billing Address Zip Code _____

Return For Processing

PSAV
Astor Crowne Plaza Hotel
739 Canal Street @ Bourbon Street
New Orleans, LA 70130
Office (504) 265-9666
Fax (877) 537-0057
Email: kdonate@psav.com