



Vendor & Exhibitor Order Form



Questions? Call 423.424.2977 Email: bwilson@psav.com

CUSTOMER INFORMATION

SHOW ID# #REF!

Company: _____ On-site Contact: _____
 Address: _____ On-site Cell: _____
 City: _____ State & Zip: _____ Meeting Start Date: _____ Meeting End Date: _____
 Ordered By: _____ Fax: _____ Time: _____ Time: _____
 Phone: _____ Email: _____

ALL PRICING IS PER DAY

Please call for items not listed on form.

Total Days Qty Price

LCD Monitors

Standard Rate

17" Flat Panel Video and Data Monitor	<input type="checkbox"/> Tabletop				#	\$	165.00
32" Flat Panel Video and Data Monitor	<input type="checkbox"/> *Floor Stand <input type="checkbox"/> Tabletop				#	\$	195.00
42" Flat Panel Video and Data Monitor	<input type="checkbox"/> *Floor Stand <input type="checkbox"/> Tabletop				#	\$	305.00
46" Flat Panel Video and Data Monitor	<input type="checkbox"/> *Floor Stand <input type="checkbox"/> Tabletop				#	\$	395.00
55" Flat Panel Video and Data Monitor	<input type="checkbox"/> *Floor Stand <input type="checkbox"/> Tabletop				#	\$	525.00

Please let us know what source(s) will be used with the monitor(s) selected above, if providing your own:

PC Laptop(Qty) _____ (please select output below) iPad or Mac(Qty) _____ (please select output below)
 HDMI VGA Display Port Mini Display Port Lightning Mini Display Port Thunderbolt
 DVD Playback Device _____ ;(please select output below) Multiple sources _____ ; Other (please specify) _____
 HDMI VGA Component Composite

Multi-Purpose Computers - Windows (17" LCD Monitor, Wired Mouse and Keyboard included with Desktop Computer)

Desktop - i7 Quad Core 860, 2.80 GHz, Win7, 4G RAM, 1TB HD, DVD-RW, MS Office 2010						\$	215.00
Laptop - i5 Quad Core, 2.4 GHz, Win7, 2G RAM, 129G HD, DVD-RW, MS Office 2010						\$	215.00

Projectors & Screens

3200 Lumens LCD Video & Data Projector						\$	330.00
5200 Lumens LCD Video & Data Projector						\$	660.00
Projection Support Package w/ Projector Stand, Tripod screen (circle size below), VGA & power cables						\$	165.00
Tripod Projection Screen	Select size: 5' 6' 7' 8'					\$	75.00
Fastfold Front Projection Screen 6' x 8' with dress kit						\$	225.00
Fastfold Front Projection Screen 7.5' x 10' with dress kit						\$	265.00

Miscellaneous

Safelock Projector Stand						\$	25.00
54" Rolling Cart w/ Black Skirt						\$	35.00
Wireless Mouse / Slide Presenter						\$	45.00
Digital Speaker Timer						\$	100.00
Laser Pointer						\$	45.00
Flipchart, Easel, Pad and Markers						\$	55.00

PSAV reserves the right to modify this form at any time.

Page Total



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Booth Number: _____

Total Page One

Audio & Video Accessories	Please Select One		Days	Qty	Standard Rate
Wired Microphone	<input type="checkbox"/> Handheld	<input type="checkbox"/> Lav			\$ 55.00
UHF Wireless Microphone	<input type="checkbox"/> Handheld	<input type="checkbox"/> Lav			\$ 165.00
UHF Wireless Microphone - Headset					\$ 165.00
Sound System with (2) speakers (2) stands (up to 50 people)					\$ 200.00
Sound System with (2) speakers, (2) stands and 4ch mixer (up to 100 people)					\$ 240.00
Custom Meeting Room Sound Package					Please Call for Quote
4 Channel Audio Mixer					\$ 60.00
PC Direct Input Box (for laptop audio)					\$ 45.00
Blu-Ray DVD Player (Plays both standard DVD and Blu-Ray DVD)					\$ 110.00
Distribution Amplifier (DA) (1x4) (If needed Please Select One)	<input type="checkbox"/> VGA	<input type="checkbox"/> DVI	<input type="checkbox"/> HDMI		\$ 65.00

Operator & Technician Labor
 i.e. Audio Technician, Slide Projectionist, Video Engineer, PowerPoint Technician, etc. **Please Call for Quote**

Additional Equipment - Please call Exhibit Services at 800.966.4498 for specialty equipment and services not listed.

Terms & Conditions

<p> Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.</p> <p> Your card WILL be charged approximately 10 days prior to show start date.</p> <p> PSAV will NOT deliver equipment to an unattended room. An authorized representative must sign for all equipment.</p> <p> Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup. (\$75 minimum charge.)</p> <p> The prevailing sales tax rate at the time the customer's credit card is charged will be applied.</p> <p> Sales taxes are estimated and are due on all equipment and labor where applicable.</p> <p style="background-color: yellow;">IMPORTANT: PSAV Cancellation Policy - All cancellations must be submitted in writing.</p> <p>Cancellations received by PSAV on or after: #REF! are subject to a charge of 50% of the order total. Cancellations received less than 24 hours prior to the day of scheduled delivery (including no shows) are subject to the full amount of the order.</p> <p>Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held.</p> <p>Damage Waiver If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to PSAV's Equipment Loss and Damage Acknowledgment.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Rental Total</td> <td style="width: 20px;"></td> </tr> <tr> <td style="text-align: right;">20% Service Charge</td> <td></td> </tr> <tr> <td style="text-align: right;">Damage Waiver 4% of Rental Total Yes No</td> <td style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">Sales Tax</td> <td style="text-align: center;">#REF!</td> </tr> <tr> <td style="text-align: right;">Grand Total</td> <td></td> </tr> </table>	Rental Total		20% Service Charge		Damage Waiver 4% of Rental Total Yes No	<input type="checkbox"/> <input type="checkbox"/>	Sales Tax	#REF!	Grand Total	
Rental Total											
20% Service Charge											
Damage Waiver 4% of Rental Total Yes No	<input type="checkbox"/> <input type="checkbox"/>										
Sales Tax	#REF!										
Grand Total											

CREDIT CARD INFORMATION circle one



Name on Card: _____	Company: _____
Card Number: _____	Billing Address: _____
Expiration Date: _____	City: _____
	State/Zip: _____
Card Holder Signature: _____	Phone Number: _____

Mail order with Payment to: PSAV **Paying by Check?** Please allow PSAV to confirm total PRIOR to SENDING check.

Please Contact Bryan Wilson for any questions. Tel: 423.424.2977