

EXHIBITOR ORDER FORM



Video Equipment

	Qty	Daily Rate		Days		Total
		Advanced	On-Site	Used		
DVD Player		\$95.00	\$110.00			
32" LCD Monitor (with table stand)		\$405.00	\$465.00			
52"-60" Plasma Monitor with stand (shelf is optional)		\$785.00	\$900.00			
70" Plasma Monitor with stand (shelf is optional)		\$965.00	\$1,100.00			
Laptop Computer (PC)		\$250.00	\$285.00			
Mounting Fees will apply to any monitors hung in booth						
Monitor Connector / VGA		\$30.00	\$30.00			
Monitor Connector / HDMI		\$40.00	\$40.00			

Customer Information

Show/Convention Name:
 Show/Convention Dates:
 Firm Name:
 Address:
 City:
 State: Zip:
 Ordered By:
 Phone:
 Email:

Orders received within 72 hours from event start time will be subject to the **ON-SITE DAILY RATE**

Audio Equipment

	Qty	Daily Rate		Days		Total
		Advanced	On-Site	Used		
CD Player		\$85.00	\$95.00			
Wired Microphone		\$75.00	\$85.00			
Wireless Microphone: Handheld or Lavalier (circle one)		\$195.00	\$225.00			
Direct Box (for Laptop Audio)		\$50.00	\$55.00			
Powered Speaker with stand		\$125.00	\$145.00			
Wireless Microphone Package with 2 speakers with stands, Wireless Mic: Handheld or Lav (circle one), 4-ch.mixer		\$485.00	\$555.00			
Wired Microphone Package with 2 speakers with stands, Wired Mic, 4-ch.mixer		\$365.00	\$420.00			

Delivery Information

On-Site Contact:
 Booth #:
 Delivery Date/Time:
 Pickup Date/Time:

Computer Display Equipment

	Qty	Daily Rate		Days		Total
		Advanced	On-Site	Used		
19" Multisync SVGA Flat Panel Monitor (4:3 format)		\$125.00	\$145.00			
20" Multisync SVGA Flat Panel Monitor (16:9 format)		\$185.00	\$210.00			

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
- 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.
- To guarantee equipment availability and advanced rate, this order should reach us 3 days prior to delivery.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 4-hour minimum

Power Cords & Strips

****Note-actual power service must be ordered separately from Freeman****

Ext. Cord		\$15.00	\$15.00			
Power Strip		\$15.00	\$15.00			

Internet

	Qty	Daily Rate		Days		Total
		Advanced	On-Site	Used		
Hard Wire Line		\$200.00	\$225.00			
Wireless Connection**		\$22.50	\$30.00			

- CANCELLATIONS:**
- A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a minimum 1-day charge
 - B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

Rental Totals

Equipment Total	
Delivery/Setup/Pickup (2 Hour Min @ \$90/hr)	
SUBTOTAL	
Sales Tax (12% of line Subtotal)	
TOTAL DUE	

Additional Items

Audio:
 Video:

Return for Processing

PSAV Sales Office

3698exhibitor@psav.com

Hyatt Regency New Orleans

601 Loyola Ave.

New Orleans, LA 70113

Tel: 504-613-3720

Fax: 504-648-1512

Authorized Signature _____ Date _____