DEADLINE DATE:
Friday, January 19, 2018

EXHIBITOR ORDER FORM

PSAV PRESENTATION SERVICES

1/26-28/2018

Internet

	Qty	Daily Rate Advanced	Daily Rate On-Site	Days Used	Total
Hard Wire Line		$600.00	$800.00		
Wireless Connection**		$165.00	$265.00		

** One connection on the shared bandwidth network, ideal for basic business functions (not recommended for web-casting or streaming audio/video)

Rental Totals

Equipment Total	
Delivery/Setup/Pickup (2 Hour Min @ $85/hr)	
SUBTOTAL	
Sales Tax *(12% of line Subtotal)*	
TOTAL DUE	

Authorized Signature **Date**

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**

Delivery Information

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

Ordering Instructions

→ **The total charge per item is determined by multiplying the quanity 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

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.

Additional Items

Audio:
Video:

Return for Processing

PSAV Sales Office

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