



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH NO.:	
STREET ADDRESS:	CITY & STATE:	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE:	DELIVERY TIME:	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EMAIL ADDRESS:	PICKUP DATE:	PICKUP TIME:	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 415.442.6711. Email completed form to exhibitsales3807@psav.com

INTERNET ACCESS	QTY	PRICE
Wired Internet Connection (2 week advance purchase price)		\$ 655.00
Wired Internet Connection (on-site price)		\$ 870.00
Wireless Internet Connection (2 week advance purchase price)		\$ 185.00
Wireless Internet Connection (on-site price)		\$ 295.00
Dedicated Bandwidth	Please contact PSAV for quote	

Prices above include labor for setup/removal of equipment

SPECIAL REQUESTS Please add any items not listed above that you require.

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. 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.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or “no-shows” are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The San Francisco Marriott Marquis
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 780 Mission Street, San Francisco, CA 94103

