



PLEASE FILL OUT ON COMPUTER
BEFORE SENDING TO PSAV



Exhibitor Order Form 2018

Phone: 619.321.4342 Fax: 619.321.4345 Email:

CUSTOMER INFORMATION

*Name of Conference		*Booth #	
*Company		*On-site Contact	
*Address		*On-site Cell	
*City	*State & Zip	Onsite Deliver/Setup:	
*Ordered By	Fax	Delivery Date	* Required Field
*Phone	*Email		

ALL POWER PRICING IS FOR THE LENGTH OF SHOW Please call or email for power not listed on this form.

Power 120 V	Standard Rate	Quantity	ETS fee	Total
5 Amps (600w Max)				
10 Amps (1200w Max)				
15 Amps (1800w Max)				
20 Amps (2400w Max)				

ALL AV PRICING IS PER SHOW DAY AND INCLUDES POWER FOR PSAV EQUIPMENT Please call or email for items not listed on this form.

Video	All monitors come with floor stands	Call for additional sizes	Standard Rate	Quantity	Days	ETS fee	Total
23" LCD Flat Panel Computer Monitor (16:9)							
32" Flat Panel Video and Data Monitor (16:9)							
46" Flat Panel Video and Data Monitor (16:9)							
55" Flat Panel Video and Data Monitor (16:9)							
63" Flat Panel Video and Data Monitor (16:9)							
80" Flat Panel Video and Data Monitor (16:9)							
Screen pkg for personal projector (6' screen, cart, cables)							
Blu-Ray Player							
DVD Player (USA Region 1 NTSC)							

Computers

	Standard Rate	Quantity	Days	ETS fee	Total
PC Laptop					
MacBook					

Audio

	Standard Rate	Quantity	Days	ETS fee	Total
Powered speaker w/ 3.5mm audio cable for computer audio					
Presentation Package - Wireless mic, mixer, 2 powered speakers on stands					

Miscellaneous

	Standard Rate	Quantity	Days	ETS fee	Total
Power Strip & Extension Cord					
Flip chart w/ paper ; 4 color markers					
Flip Chart w/ Post-it paper ; 4 color markers					

Rigging Call for quote



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Terms & Conditions

Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received. Your card WILL be charged approximately 1-3days post show start date.

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

PSAV will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment.

- 1. In the event order totals are calculated incorrectly, PSAV reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
2. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
3. Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space.
4. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 600 watts is the minimum amount of power that can be ordered for any one location.
5. PSAV employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
6. PSAV is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space.
7. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through PSAV.
8. All equipment regardless of source of power, must comply with federal, state and local codes. PSAV reserves the right to inspect all electrical devices and connections to ensure compliance with all codes.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
10. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed.
11. A completed Power Request Form and method of payment must be in place before power services will be energized.
12. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by PSAV within 14 calendar days prior to show opening.
13. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
14. Exhibitor holds PSAV harmless for any and all losses of power beyond PSAV's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by any Exhibitor.
15. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay PSAV its attorney fees or applicable agency fees.
16. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards.
17. Power will be located at the back of the booth unless a layout map has been provided before the load in of the booth materials and carpet, if any, has been installed.

By signing below you agree to all listed Terms and Conditions.

ETS fee Associated labor for equipment setup, strike, and support is charged as a 24% Event Technology Support (ETS) fee.

Tax Exempt Status If you are exempt from payment of sales tax, we require an exemption certificate from the State.

Table with 2 columns and 4 rows: Subtotal, ETS, Ca. Tax, Total

PAYMENT INFORMATION (Check one) with logos for VISA, MasterCard, American Express, DISCOVER NETWORK, and Diners Club International

Form fields for Name on Card, Card Number, Expiration Date, State/Zip, Company, Billing Address, CVV code, City, Phone Number, and Card Holder Signature

Receipts will be sent to the email provided, 3-5 days post-event

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