



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 407.239.3820 or email sales.hrgc@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 20% MARKUP IF ORDERED DAY OF.

INTERNET ACCESS	QTY	PRICE
Wired Internet Connection (up to 3 Mbps)		\$ 190
Wireless Internet Connection (up to 1 Mbps)		\$ 30
Dedicated Bandwidth	Please contact PSAV for quote	

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. Applicable sales tax on equipment rental will be included on quote. Orders are not final until confirmed by PSAV.

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.

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

➤ Orders are not final until confirmed by PSAV. Please email completed form to sales.hrgc@psav.com

Labor and/or Event Technology Support charges may apply, and/or Loss Damage Waiver fee.

