

EXHIBITOR AUDIO VISUAL EQUIPMENT ORDER FORM



Equipment Rentals

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
DVD Player		\$90.00	\$100.00		
19" Flat Screen LCD Monitor		\$135.00	\$175.00		
40" LCD Monitor (Includes Monitor Stand)***		\$405.00	\$415.00		
63" LCD Monitor (Includes Monitor Stand)***		\$815.00	\$830.00		
34" to 42" AV Cart with black skirt		\$30.00	\$30.00		
Tripod Screen		\$90.00	\$90.00		

*** We do not supply labor for mounting Plasma Monitors to your hard sets***

Internet Services

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Hard wired internet		\$100.00	\$100.00		
		\$0.00	\$0.00		

Computer Rentals

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Laptop Computer w CD/DVD Drive		\$240.00	\$350.00		

Please Note Specific Software/Hardware Needs Below:
 Note: Daily Rate is subject to change reliant upon software/hardware needs.

Electrical Services Requests

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Power wall outlets are not rentable					
Additional Power Strips		\$20.00	\$25.00		
Additional Extension Cords		\$20.00	\$25.00		

Total PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL	1	
SUBTOTAL	2	
6% SALES TAX TOTAL DUE	3	
	4	
	5	

Customer Information

Show/Convention Name: _____

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Ordered By: _____ Telephone #: _____

Fax #: _____ email: _____

If you don't see something you need, please call 410-972-4336 or email dtextus@psav.com for assistance.

Credit Card Payment Method

All Credit information will be entered by phone or on site
 Once the form is filled out please email a copy to dtextus@psav.com
 and someone will call you for your payment information.

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 **14 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 **48 hours prior** to delivery date to avoid a minimum one day charge.

Delivery Information

On-Site Contact: _____

Booth #: _____ Room: _____

Delivery Date: _____ Time: _____

Show Start Date: _____ Time: _____

Pickup Date: _____ Time: _____

Special Instructions: _____

Return For Processing

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