



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	FAX NUMBER:		
ORDERED BY:	PRINT CARDHOLDER'S NAME:	BILLING ZIP CODE:	
EMAIL ADDRESS:	CC #:	<i>Please call to submit credit card info</i>	

➤ If you have a special request or need additional equipment, please call 401.851.3310. Email completed form to bpringles@psav.com.

PRICES ARE FOR EXHIBIT FLOOR ONLY, PER DAY

PROJECTORS / MONITORS / VIDEO EQUIPMENT	QTY	PRICE	TOTAL
3000 Lumen LCD Projector			
4100 Lumen LCD Projector			
10' x 10' Cradle Screen			
5' x 5' - 6' x 6' Tripod Screens			
7' x 7' - 8' x 8' Tripod Screens			
46" LCD Monitor & Rolling Stand			
42" Plasma Monitor & Stationary Stand			
19" LCD Computer Monitor			
DVD Player			
VHS Tape Player			

AUDIO EQUIPMENT	QTY	PRICE	TOTAL
Powered Speaker & Stand with Wired Microphone			
Additional Speaker & Stand			
UHF Wireless Microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier			
Wired Microphone			
4 or 6 Channel Mixer			
Digital Audio Recorder (CDs not included)			
CD Player			

MEETING ACCESSORIES	QTY	PRICE	TOTAL
Polycom Speaker Phone (Open Line not included)			
Wired Internet Connection (Single IP Address)			
Wireless Internet (Single IP Address)			
Ethernet Switch/HUB			
Poster Easel			
Flipchart (Easel, Pad & Markers)			
White Board & Easel with Markers & Eraser			
Wireless Slide Advancer			
Laser Pointer			
Masking or Packing Tape & Packing Material			
56" Rolling Cart with Skirt			
32" Rolling Cart with Skirt			

COMPUTERS & PRINTERS	QTY	PRICE	TOTAL
Computer Rental		Please call for details	
<i>All computers are installed with a standard Microsoft XP / Windows 7 OS. Various software, peripherals and performance specs are available.</i>			
Dell Laptop Computer			
HP Color Laserjet 3800 Printer			
HP 4000 Series Laserjet Printer (B/W)			
Fax Machine (Fax / Copy / Scan) (Phone Line not included)			

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 4 hour minimum. A written confirmation will be sent once your order is received and processed.

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

Please include applicable Sales Tax on equipment rental and/or labor.

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.

DELIVERY INFORMATION

On-Site Contact: _____

Booth #: _____ Room #: _____

Delivery Date: _____

Delivery Time: AM PM

Pickup Date: _____

Pickup Time: AM PM

Location #: 3407 Job #: _____

RENTAL TOTALS	PAYMENT IS DUE WHEN ORDER IS PLACED
EQUIPMENT TOTAL	1
23% HOTEL ADMINISTRATIVE FEE	2
7% SALES TAX	3
TOTAL DUE PER DAY	4

RETURN FOR PROCESSING



1 Goat Island | Newport, RI 02840
401.851.3310

Bryan Pringles
Exhibits Sales Person

bpringles@psav.com
Contact email address

