

2019 EXHIBITOR ORDER FORM



Sheraton  
NEW ORLEANS HOTEL

Advanced Rate Ends 10 days prior to delivery date

Video Equipment	DAILY RATE				
	Qty	Advanced*	Standard**	Days	Total
DVD / Blu-Ray Player		\$176.00	\$229.00		
24" Flat Panel Video & Computer Monitor on Table stand		\$319.00	\$415.00		
32" Flat Panel Video & Computer Monitor on Table stand		\$351.00	\$457.00		
46" Flat Panel Video & Computer Monitor on Floor Stand		\$859.00	\$1,117.00		
55" Flat Panel Video & Computer Monitor on Floor Stand		\$1,132.00	\$1,472.00		
70" Flat Panel Video & Computer Monitor on Floor Stand		\$1,594.00	\$2,073.00		

**Customer Information**

Delivery Date: (MM/DD/YY) \_\_\_\_\_  
 Pickup Date: (MM/DD/YY) \_\_\_\_\_  
 Show/Convention Name: \_\_\_\_\_  
 Booth/Company Name: \_\_\_\_\_  
 Billing Company (if different from above): \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

Please let us know if you will need sound for your monitor as some monitors do not have speakers  
 \*\*\* PSAV does not standardly supply wall mounts or labor for mounting monitors to your hard sets\*\*\*

Computers and Accessories	DAILY RATE				
	Qty	Advanced*	Standard**	Days	Total
Laptop Computer		\$325.00	\$400.00		
<i>Please Note Specific Software/Hardware Needs:</i>					
Mac Adapter		\$52.00	\$64.00		

Ordered By: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Internet	DAILY RATE				
	Qty	Advanced*	Standard**	Days	Total
Basic Wireless Internet per Device		\$170.00	\$270.00		
Basic Wired Internet per Device		\$610.00	\$815.00		
Dedicated Bandwidth/Custom Networking		CALL	CALL		CALL

**Delivery Information**

Booth #: \_\_\_\_\_  
 On-Site Contact: \_\_\_\_\_  
 Special Instructions: \_\_\_\_\_

Electrical Equipment	SHOW RATE				
	Qty	Advanced*	Standard**	Days	Total
10 Amp Single Phase Power		\$185.00	\$260.00		
20 Amp Single Phase Power		\$240.00	\$345.00		
Power Strip		\$32.00	\$43.00		
25' extension cord		\$32.00	\$43.00		

**Ordering Instructions**

→ This form serves as your quote. Orders are not confirmed unless a confirmation order number is received (via email or fax).

→ To guarantee availability, orders should be faxed or emailed no less than 10 days prior to show start date.

→ All orders must include payment information to be processed. Credit card payment is preferred method. If paying by check, please make payable to PSAV and submit no less than 14 days prior to setup.

→ Please confirm order total with PSAV representative prior to submitting a check.

→ Please fill in all blue areas plus the item(s) you are requesting!

→ **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, please submit exemption certificate for corporate PSAV approval.

→ Labor fee is 25% of the order with an \$85 minimum

→ **OPERATOR LABOR** - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum

→ Call if you do not receive an email confirmation from PSAV!

→ **CANCELLATIONS** - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED	
SUBTOTAL			
LABOR FEE (\$85 minimum or 25% of total, whichever is higher)			
SUBTOTAL			
SALES TAX ON LABOR AND EQUIPMENT (11.45% of E45 AND E47)			
TOTAL DUE			

\*Advanced pricing if received by PSAV 10 days or more prior to installation.  
 \*\*Pricing if received by PSAV less than 10 days prior to installation.

**Method of Payment**

Name on Card: \_\_\_\_\_  
 Type of Card:  Visa  MasterCard  AMEX  Discover  
 \*Card Number: \_\_\_\_\_ A PSAV representative will call for this number. Expiration Date: \_\_\_\_\_  
 Cardholder Signature: \_\_\_\_\_

**Return for Processing**

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