



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS	
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.	
STREET ADDRESS		CITY	STATE	ZIP CODE	
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS			ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a % markup if ordered day of. 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. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER.

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 – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

Form Submission – Email completed form to

MONITORS	PRICE	QTY.	DAYS RENTED	TOTAL
■ 22" Multi Sync Monitor <input type="checkbox"/> Wall Mount <input type="checkbox"/> Single-Pole Stand	\$ _____	_____	_____	_____
■ 32" LCD monitor <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Speakers	\$ _____	_____	_____	_____
■ 46" LCD monitor <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Speakers	\$ _____	_____	_____	_____
■ 55" LCD monitor <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Speakers	\$ _____	_____	_____	_____
■ 70" LCD monitor	Please contact PSAV for quote			

AUDIO EQUIPMENT	PRICE	QTY.	DAYS RENTED	TOTAL
■ CD player	\$ _____	_____	_____	_____
■ Wired microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	_____	_____
■ Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	_____	_____
■ Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ _____	_____	_____	_____
■ Powered speaker <i>up to five people</i>	\$ _____	_____	_____	_____
■ Sound system ■ <i>two speakers, two stands, one mixer, one wired microphone</i> ■ <i>up to 20 people</i>	\$ _____	_____	_____	_____
■ 4-channel mixer	\$ _____	_____	_____	_____

ACCESSORIES	PRICE	QTY.	DAYS RENTED	TOTAL
■ DVD player	\$ _____	_____	_____	_____
■ Laptop	\$ _____	_____	_____	_____
■ Black-and-white printer	\$ _____	_____	_____	_____

PROJECTION	PRICE	QTY.	DAYS RENTED	TOTAL
■ LCD projector	\$ _____	_____	_____	_____
■ 42"-54" Rolling cart	\$ _____	_____	_____	_____
■ Tripod screen <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$ _____	_____	_____	_____

INTERNET	PRICE	QTY.	DAYS RENTED	TOTAL
■ Wired internet connection	\$ _____	_____	_____	_____
■ Wireless internet connection	\$ _____	_____	_____	_____
■ Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING	PRICE	QTY.	DAYS RENTED	TOTAL
■ Up-light	\$ _____	_____	_____	_____

POWER *	PRICE	QTY.	DAYS RENTED	TOTAL
■ 120V – 5 AMP	\$ _____	_____	_____	_____
■ 120V – 10 AMP	\$ _____	_____	_____	_____
■ 120V – 15 AMP	\$ _____	_____	_____	_____
■ 208V Single Phase – 20 AMP	\$ _____	_____	_____	_____
■ 208V Single Phase – 30 AMP	\$ _____	_____	_____	_____
■ 208V Single Phase – 60 AMP	\$ _____	_____	_____	_____
■ 208V Three Phase – 20 AMP	\$ _____	_____	_____	_____
■ 208V Three Phase – 30 AMP	\$ _____	_____	_____	_____
■ 208V Three Phase – 60 AMP	\$ _____	_____	_____	_____
■ 25" AC cable	\$ _____	_____	_____	_____
■ Power strip	\$ _____	_____	_____	_____

RIGGING
All rigging requests should be placed using the Rigging Request Form.

CUSTOM ITEMS	PRICE	QTY.	DAYS RENTED	TOTAL
■	\$ _____	_____	_____	_____
■	\$ _____	_____	_____	_____
■	\$ _____	_____	_____	_____
■	\$ _____	_____	_____	_____
■	\$ _____	_____	_____	_____

SPECIAL REQUESTS

Please add any items not listed above that you require.

TOTAL COSTS	PRICE
EQUIPMENT TOTAL	
SETUP AND TEAR DOWN (24% of Line 1 – Required)	
SALES TAX (8% CA State tax – Excluding power, internet and labor)	
TOTAL DUE	

*Please forward all Power Distribution needs to Hyatt Regency Events Manager. *





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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____