

EXHIBITOR ORDER FORM-2018



Video Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced*	On Site**		
DVD Player		\$115.00	\$155.00		
55" Plasma Monitor (Includes monitor stand and VGA cable)***		\$1,450.00	\$2,010.00		
70" Plasma Monitor (Includes monitor stand and VGA cable)***		\$2,950.00	\$5,660.00		
*** PSAV does not supply wall mounts or labor for mounting monitors to your hard sets***					
LCD Package Including projector, cart, power, VGA cable and 5', 6', 7' or 8' tripod screen		\$1,098.00	\$1,480.00		
Rolling Cart with Black Spandex Cover		\$40.00	\$55.00		

Internet	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Per Device-Basic Service-Wireless (includes 1 device connection and 1/8 Mbps of bandwidth)		\$170.00	\$270.00		
Add'l Wireless Connections		\$52.00	\$88.00		
Per Device-Basic Service-Wired (includes 1 device connection and 1/2 Mbps of bandwidth)		\$610.00	\$815.00		
Add'l Wired Connections		\$205.00	\$280.00		
Other internet options are available. Please call for details.					

PC Compatible Systems	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Laptop Computer with CD drive		\$300.00	\$405.00		
Please Note Specific Software/Hardware Needs Below:					

Power	Qty	ONE-TIME FEE		Days Used	Total
		Advanced	On Site		
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		
Labor may apply to under carpet or complex booth sets.					

Computer Accessories	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
24" Wide Screen LCD Monitor (tabletop) (includes VGA cable)		\$295.00	\$400.00		
Other sized monitors are available. Please call for details.					

Audio Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
CD Player		\$85.00	\$130.00		
Sound System with (2) speakers		\$480.00	\$650.00		
UHF Wireless Microphone (specify lapel or hand held)		\$280.00	\$380.00		
4 Channel Mixer (includes stand and XLR cable)		\$170.00	\$230.00		

Rental Totals PAYMENT IS DUE WHEN ORDER IS PLACED

A TOTAL of all items ordered	
B SALES TAX (12% of line A)	
C SUBTOTAL (add lines A & B)	
D SET UP/PICKUP (25.5% of line C or \$85.00 minimum- WHICHEVER IS HIGHER)	
E TOTAL DUE (add lines C & D)	

Method of Payment PLEASE CHECK ONE

Card Number: _____ Exp Date ___ / ___ American Express

Cardholder's Name (as it appears on card): _____ Visa

Cardholders Signature: _____ MasterCard

_____ Billing Address Zip Code _____

* If you do not wish to send your credit card information via email or fax please, then complete all other information, send in the completed form, and then call 504-592-8000 with the credit card number to complete the process.

Customer Information

Show/Convention Name: _____

Show/Convention Dates: _____

Company/Organization Name: _____

Billing Address 1: _____

Billing Address 2: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Telephone #: _____

Fax #: _____

Email: _____

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. One-day charge for power.
- ⇒ Please include applicable Sales Tax on all items. 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 in advance for prior approval.
- ⇒ Please fill in all blue areas plus the item(s) you are requesting!
- ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- ⇒ Call if you do not receive an email confirmation from PSAV! Cancellation of your order must be received 48 hours prior to delivery date to avoid a minimum one day charge.

Advanced = Order received by PSAV on 11 days or more prior to installation date.

On-site = Order received by PSAV on 10 days or less prior to installation date.

Delivery Information

On-Site Contact: _____

Booth #: _____ Room: _____

Installation Date: _____ Time: _____

Show Start Date: _____ Time: _____

End Date: _____ Time: _____

Return For Processing

PSAV
 Hilton New Orleans Riverside Hotel
 2 Poydras Street
 New Orleans, LA 70130
 504-592-8000 Ph
 504-592-8001 Fax
4117exhibits@psav.com