

Exhibitor Services Order Form



EVENT / PROGRAM NAME _____
 COMPANY NAME & BOOTH # _____
 SETUP DATE AND TIME: _____ Circle Booth Location: **Grand Ballroom Main Floor**
(Please use Additional Notes section below to describe multiple locations)
 END DATE AND TIME: _____ **International Ballroom Main Floor**
 Other (please note location)

Rev 04/01/2015

RENTAL PRICE SUMMARY

QTY	EQUIPMENT	ADVANCE RATE	ON-SITE PRICE	x USE DAYS	Subtotal
COMPUTER DISPLAY /SCREENS/ VIDEO ALA CARTE ITEMS					
	LCD PROJECTOR PACKAGE* (projector, 6' tripod screen, cart, cables)	\$690	\$828		
	TRIPOD SCREEN PACKAGE*	\$185	\$222		
	24" LCD MONITOR (1920X1080)*	\$225	\$270		
	32" LCD MONITOR (1280X768)*	\$275	\$330		
	50" PLASMA MONITOR WITH STAND*	\$525	\$630		
	4,000 LUMEN LCD PROJECTOR*	\$525	\$630		
	25' NECA APPROVED EXTENSION CORD*	\$50	\$60		
	6 OUTLET POWER STRIP*	\$30	\$36		
	VGA / HDMI / DVI Cable*	\$50	\$60		
	LAPTOP COMPUTER (PC)*	\$245	\$294		

AUDIO ALA CARTE ITEMS

				x USE DAYS	
	POWERED PA SPEAKER SYSTEM* (speaker, mixer, PC audio interface)	\$335	\$402		
	WIRED MICROPHONE* (aisle or tabletop)	\$70	\$84		
	WIRELESS MICROPHONE* (lavalier or handheld)	\$205	\$246		

INTERNET / TELEPHONE / MISC ALA CARTE ITEMS

				x USE DAYS	
	FLIP CHART OR WHITEBOARD PACKAGE*	\$95	\$114		
	POLYCOM CONFERENCE PHONE* (see note regarding DID and line fees)	\$180	\$216		
	WIRELESS HIGH-SPEED INTERNET CONNECTION (PER USER)	\$55	\$66		
	WIRED HIGH-SPEED INTERNET CONNECTION (PER USER)	\$250	\$300		

(DID line charge and cost for all calls billed through hotel)

ELECTRICAL SERVICES

				x USE DAYS	
	110V CIRCUIT with outlet (UP TO 15 AMPS PER CIRCUIT)	\$85	\$125		
	ADDITIONAL POWER STRIPS*	\$30	\$40		

208V Single phase / Three phase available, call for rates. **Wall Outlets are not included with rental space**

Add 20% for LABOR/Delivery (only applies to items marked *) X 0.20

Estimated SUBTOTAL before tax*

***ALL EQUIPMENT WILL BE BILLED PER USE-DAY AT PUBLISHED PSAV PRICES, PLUS 20% LABOR, 8% SALES TAX AND 22% SERVICE CHARGE**

A representative must be in your booth to sign for delivery of equipment.
 PREVIOUS DISCOUNTS ARE NOT APPLIED TO ONSITE ADDITIONS UNLESS OTHERWISE ARRANGED.

Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV

Public Broadcast of wireless internet "Hot Spots" may cause interference with existing Hotel wireless access points and is prohibited.

Orders received less than 15 days before exhibit set-up will be charged ON-SITE rates

For specialty equipment not listed, questions or other assistance please call (847) 928-6916

Specialty Lighting & Electrical Requests, Please Call for Quote

FAX COMPLETED FORM TO 847-928-7777



RENTAL AGREEMENT

LESSEE DOES HEREBY RENT AND ACCEPT THE LISTED EQUIPMENT AND ACKNOWLEDGES THAT IT IS IN GOOD WORKING CONDITION AND AGREES TO PAY THE RENT FOR SAID PROPERTY AT THE RATE HEREIN STATED; LESSEE FURTHER AGREES TO TAKE CARE OF SAID EQUIPMENT AND TO USE IT IN A PROPER MANNER AND AGREES THAT IN THE EVENT ANY OF THE RENTED EQUIPMENT IS LOST OR DESTROYED BEFORE IT IS RETURNED, TO PROMPTLY PAY AN AMOUNT EQUAL TO THE REASONABLE COST OF REPAIRING OR REPLACEMENT OF SAME. LESSOR IS HEREBY RELEASED FROM ANY AND ALL CLAIMS FOR DAMAGES TO LESSEE, BY REASON OF USE OF SAID PROPERTY; LESSEE AGREES TO INDEMNIFY LESSOR FROM ANY AND ALL CLAIMS FOR DAMAGE TO ANY PERSON OR PROPERTY BY REASON OF THE USE OF SAID PROPERTY BY LESSEE OR ANY OTHER PERSON FROM DATE HEREOF UNTIL SAID PROPERTY IS RETURNED TO LESSOR. IT IS UNDERSTOOD THAT THE RENTAL COMMENCES AS OF THE DATE AND TIME HEREOF AND ENDS ONLY WHEN THE RENTED EQUIPMENT IS RETURNED. SHOULD SAID PROPERTY NOT BE RETURNED TO LESSOR AT THE TIME SPECIFIED AS HEREIN LISTED, IT IS AGREED THAT FAILURE TO PAY RENT OR IF DEFAULT IS MADE IN ANY OF THE TERMS HEREOF, LESSOR MAY AT ONCE TAKE POSSESSION OF SAID RENTED EQUIPMENT WHEREVER THE SAME MAY BE FOUND AND REMOVE THE SAME AND THE LESSOR OR IT AGENTS SHALL IN NO WAY BE LIABLE FOR ANY CLAIMS FOR DAMAGES OR INJURY IN THE REMOVAL OF SAID EQUIPMENT. LESSEE FURTHER AGREES THAT ALL CHARGES FOR RENTAL WILL BE PAID IN ADVANCE, OR IMMEDIATELY UPON RETURN OF MERCHANDISE OR UPON RECEIPT OF INVOICE FOR SAME AND THAT ALL COLLECTION FEES, COURT COSTS, OR ANY EXPENSE INCURRED IN COLLECTING AND RENTAL WILL BE PAID BY LESSEE. RENTER IS RESPONSIBLE FOR EQUIPMENT AND ALL LEGAL FEES CONNECTED WITH RENTAL OR COLLECTION

Additional Notes for Setup Team:

Full payment, including sales tax and Service Charge, is due in advance. Purchase orders are not accepted. Cancellations less than 48 hours prior to exhibit load-in will be charged a one-day rate.

PAYMENT DETAILS (Please complete the requested information below):

EXHIBITOR COMPANY NAME
ON-SITE CONTACT NAME and CELL PHONE
BILLING EMAIL ADDRESS
BILLING STREET ADDRESS
BILLING TELEPHONE NUMBER
CREDIT CARD ACCOUNT NUMBER and EXP. DATE
EXP. DATE ____ / ____
CARD TYPE (CIRCLE ONE) [VISA] [MC] [DISCOVER] [AMEX]
X _____ LESSEE SIGNATURE
LESSEE NAME (PRINTED) CARDHOLDER ACKNOWLEDGES RECEIPT OF GOODS AND SERVICES IN THE AMOUNT OF THE TOTAL SHOWN HEREIN AND AGREES TO PERFORM THE OBLIGATIONS SET FORTH IN THE CARDHOLDER'S AGREEMENT WITH THE ISSUER.

