

EXHIBITOR AUDIO VISUAL EQUIPMENT ORDER FORM



at the Hilton Alexandria Mark Center

Video Equipment					Customer Information	
	Qty	DAILY RATE		Days Used	Total	
		Advanced	On Site			
32" LCD Monitor/Flatscreen w/Stand		\$265.00	\$305.00			Show/Convention Name:
42" LCD Monitor/Flatscreen w/ Stand		\$365.00	\$420.00			Firm Name:
55" LCD Monitor/Flatscreen w/ Stand		\$465.00	\$535.00			Billing Address:
LCD Package (projector, cart, power, and 7" Screen)		\$670.00	\$770.00			Pre show contact:
54" Rolling Cart w/Black Skirt		\$50.00	\$65.00			Telephone # (on site):
DVD Player/Blue-ray Player		\$80.00	\$82.00			On site contact:
Power Strip/Extension Cords		\$30.00	\$35.00			Email:
PC Compatible Systems					Ordering Instructions	
Laptop Computer w/CD-ROM Drive						⇨ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. ⇨ Please include applicable Sales Tax on equipment rental. 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. ⇨ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery. ⇨ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. ⇨ CANCELLATIONS: Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.
Please Note Specific Software/Hardware Needs Below:						
Software/Hardware:		\$250.00	\$288.00			
Note: Daily Rate is subject to change reliant upon software/hardware needs.						If you don't see something you need, please call the number listed below for assistance.
Computer Accessories					Delivery Information	
HP 4250N Networkable Printer		\$275.00	\$315.00			On-Site Contact:
Call With Specific Needs...						Booth #: _____ Room # _____
Video Accessories					Delivery Date: _____ Time: _____	
Lighting Kit - contact with specific needs		TBA	n/a			Show Start Date: _____ Time: _____
Video Switcher		\$350.00	\$400.00			Pickup Date: _____ Time: _____
Apple Dongle/Adapter (Specify Model)		\$60.00	\$70.00			
Call With Specific Needs...						
High Speed Internet Access					Return For Processing	
Initial Connection Wired 1Mb/s-3Mb/s		\$150.00	\$200.00			
Initial Connection Wireless 1Mb/s-3Mb/s		\$45.00	\$50.00			
Initial Connection Wired 4Mb/s-6Mb/s		\$200.00	\$250.00			
Initial Connection Wireless 4Mb/s-6Mb/s		\$50.00	\$55.00			
Initial Connection Wired 7Mb/s-10Mb/s		\$200.00	\$250.00			
Initial Connection Wireless 7Mb/s-10Mb/s		\$55.00	\$60.00			
Call With Specific Needs...						
External Sound System					Method of Payment	
Laptop Portable Speakers		\$50.00	\$60.00			PLEASE CHECK ONE
Rental Totals PAYMENT IS DUE WHEN ORDER IS PLACED						Card Number: Please provide a copy of card front and back.
EQUIPMENT TOTAL					0	_____ Exp Date: ____/____/____ Zip code: _____
Administrative Charge (22% of line 1)					0	Cardholder's Name (as appears on card): _____
SUBTOTAL					0	_____ Visa <input type="checkbox"/>
SALES TAX (7.00% of line 3)***					0	_____ MasterCard <input type="checkbox"/>
TOTAL DUE					0	Cardholders Signature: _____ American Express <input type="checkbox"/>
Method of Payment						Presentation Services, Inc. at the Hilton Alexandria Mark Center 5000 Seminary Road Alexandria, Virginia 22311 P: (703) 997-5272 rmuller@psav.com Rita Muller Sales Director, PSAV