



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
ORDERED BY:			

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

➤ If you have a special request or need additional equipment, please call 713.351.4617. Email completed form to kbienvenue@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE
19" Flat Panel Monitor		\$175.00
32" LCD/HD Monitor*		\$300.00
46" LCD/HD Monitor*		\$400.00
55" LED Monitor*		\$750.00
*Floor Stand for Noted Monitors		\$75.00
DVD Player		\$75.00
Wireless Presentation Remote		\$45.00
Booth Projection Package** **(Includes 2000 lumen Projector and 4" - 6" Screen)		\$400.00

AUDIO EQUIPMENT	QTY	PRICE
Powered Speaker		\$110.00
Desktop Computer Speaker Set		\$50.00
Wired Microphone		\$65.00
Wireless Microphone (lavalier, handheld or headset)		\$180.00

COMPUTERS/PRINTERS	QTY	PRICE
Laptop w/Ms Office		\$250.00
B/W Laser Printer		\$175.00
Color Printer		\$300.00

ACCESSORIES	QTY	PRICE
Post-it® Flip Chart Package		\$75.00
Poster/Easel		\$25.00
Laser Pointer		\$45.00

SPECIAL REQUESTS Please add any items not listed above that you require.



ELECTRICAL SERVICES	QTY	PRICE
110V / 20 AMP Power Outlet		\$75.00
6-way Powerstrip		\$10.00
10'-25' Extension Cord		\$15.00
Tripod Screen		\$95.00

Miscellaneous Audio/Video Cables Call PSAV for details
All requests for large circuit power must be made no less than 72 hours prior to connection date.

INTERNET ACCESS	QTY	PRICE
Initial Internet Connection		\$49.00
Additional Internet Connection		\$5.00

LABOR	QTY	PRICE
Standard Rate (Mon — Fri 8am–5pm)		\$85.00
Overtime Rate (Weekends — Weekdays 5pm–8am)		\$125.00

CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$
		\$
		\$

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 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.

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:

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or “no-shows” are subject to the full amount of the order to include installation, drayage and tax.

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

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Westin Houston Memorial City
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 945 Gessner Rd, Houston, TX 77024