

# PSAV / HYATT REGENCY HILL COUNTRY EXHIBIT SERVICES ORDER FORM

<b>FUNCTION DATE</b> _____	<b>COMPANY NAME</b> _____
<b>FUNCTION LOCATION</b> _____	<b>EMAIL</b> _____
<b>CONVENTION GROUP</b> _____	<b>BOOTH #</b> _____
<b>ON-SITE CONTACT</b> _____	<b>PH. NO.</b> _____



Office: 210-767-7991

START DATE	END DATE
DATE	DATE
TIME	TIME

\*\*\*FAX YOUR REQUEST TO: 210-767-7992\*\*\*

YOUR ORDER MUST BE RECEIVED NO LATER THAN 10 BUSINESS DAYS BEFORE DATE OF SERVICE TO ENSURE TIMELY INSTALLATION. PRICING FOR SERVICES IS PER DAY. STANDARD LABOR RATES: MONDAY - FRIDAY 8AM - 5PM. ADDITIONAL LABOR CHARGES MAY APPLY FOR AFTER HOURS, HOLIDAY AND WEEKEND SERVICE.

WIRED/WIRELESS INTERNET					
	# DAYS	Quantity	ORDER		TOTAL PRICE
<b>BASIC INTERNET AND NETWORK SERVICES:</b>			<b>Per Day Cost</b>		
Single Wireless Connection (per day)			\$ 14.00		
Single Wired Connection (per day)			\$ 25.00		
Custom SSID/Password (flat rate)			\$ 250.00		
Static IP Address (per day)			\$ 1,500.00		
*Pricing by bandwidth available, please contact PSAV					

ELECTRICAL					
	# DAYS	Quantity	ORDER		TOTAL PRICE
<b>120 VOLT/SINGLE PHASE SERVICES:</b>			<b>Per Day Cost</b>		
Single Outlet Service (5 amps) NOT DEDICATED			\$ 58.00		
Single Outlet Service (20 amps) DEDICATED			\$ 140.00		
<b>ADDITIONAL ELECTRICAL SERVICES</b>			<b>Per Day Cost</b>		
100 Amp 208V Three Phase			\$ 755.00		
200 Amp 208V Three Phase			\$ 1,505.00		
400 Amp 208V Three Phase			\$ 3,010.00		

AUDIO VISUAL EQUIPMENT					
	# DAYS	Quantity	ORDER		TOTAL PRICE
<b>EQUIPMENT RENTAL:</b>			<b>Per Day Cost</b>		
70" LED Monitor w/rolling stand			\$ 1,020.00		
55" LED Monitor w/rolling stand			\$ 705.00		
24" Computer Monitor			\$ 230.00		
8ft Tripod Screen			\$ 90.00		
LCD Projector (up to 4000 lumens)			\$ 455.00		

**Payment Terms & Conditions:** Full payment, including sales tax, is due in advance. Purchase orders are not accepted. Cancellations less than 24 hours prior to exhibit load-in will be charged a 1-day rate. All materials and equipment furnished by PSAV or Hyatt will remain the property of PSAV or Hyatt. Prices subject to change without notice. Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV. All equipment must be returned to PSAV in the same condition as it was in at the time of delivery, normal wear and tear excluded. Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control.

**Electrical General Information:** Wall outlets are not a part of the rental space and are not to be used. Charges for electrical service listed, do not include repair of outside equipment or any control wiring.

PSAV and/or Hyatt reserves the right to refuse connections where wiring constitutes a safety or fire hazard. All materials and equipment furnished by PSAV and/or Hyatt will remain the property of PSAV and/or Hyatt. Prices subject to change without notice.

**Electrical Rate Schedule:** For requests of more than 4 outlets, you must request a heavy duty service and specify the number of outlets required. Four outlets constitutes a 20 AMP circuit. NOTE: Please include a diagram of floodlight and outlet locations. Cable for dimmer boards or special outlets must be supplied by the exhibitor/outside co.

## PAYMENT INFORMATION

\* Please note that a quote will be furnished by PSAV including total costs with labor & support and sent to the email address provided for approval.

MC \_\_\_ VISA \_\_\_ AMX \_\_\_ OTHER \_\_\_

CREDIT CARD #: \_\_\_\_\_

EXP DATE: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE/PROVINCE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

CARD HOLDERS SIGNATURE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_