

# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



**Hilton Anatole**

DALLAS

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

**ORDERING INSTRUCTIONS:** To guarantee equipment availability, please place orders at least 21 days in advance. All orders placed on site will receive a 25% markup. Operator Labor, if requested, is subject to prevailing hourly rates with a five-hour minimum. We will reach out to you to confirm payment and an electronic receipt will be emailed to you. Sales tax and Service charge will be applied to all orders.

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

**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** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax.

Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. **25% ETS Service Charge** will be applied to all orders. Labor charges may apply.

**Form Submission** – Email completed forms to: [sgiles@psav.com](mailto:sgiles@psav.com).

## MONITORS

	PRICE	QTY	TOTAL
■ 55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ _____	_____	\$ _____
■ 70" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ _____	_____	\$ _____
■ 80" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ _____	_____	\$ _____

## AUDIO EQUIPMENT

	PRICE	QTY	TOTAL
■ Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	\$ _____
■ Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ _____	_____	\$ _____
■ Sound system ■ <i>two speakers, two stands, one mixer, one wired microphone</i> ■ <i>up to 20 people</i>	\$ _____	_____	\$ _____

## ACCESSORIES

	PRICE	QTY	TOTAL
■ Laptop	\$ _____	_____	\$ _____

## LIGHTING

	PRICE	QTY	TOTAL
■ LED Up-light	\$ _____	_____	\$ _____

## INTERNET

	PRICE	QTY	TOTAL
■ Wired internet connection	\$ _____	_____	\$ _____
■ Wireless internet connection	\$ _____	_____	\$ _____
■ Dedicated bandwidth	Please contact PSAV for quote		

## BANNER HANGING/RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

## SPECIAL REQUESTS

Please add any items not listed above that you require.

## POWER DISTRIBUTION SERVICES

**Exhibitor Power** – Ensure your event receives sufficient power to bring your vision to life. Our professional power setup provides all your electric needs, and our on-site technical specialists will monitor your power use throughout the entire event.

**Power** – Advanced pricing available 21 days prior to first day of the show. Prices include labor for in-line booths with power installed at the back of the booth. Prices do not include labor for booth electrical layout. Sales Tax and ETS Service Charge will be applied to all orders.

**\*Please circle power drop required and list QTY. Pricing is per show.**

### SINGLE PHASE

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	FLOOR 25%	QTY	TOTAL
■ 120	5	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 120	10	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 120	20	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 208	20	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 208	30	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 208	60	\$ _____	\$ _____	\$ _____	_____	\$ _____

### THREE PHASE

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	FLOOR 25%	QTY	TOTAL
■ 208	20	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 208	30	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 208	60	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 208	100	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 208	200	\$ _____	\$ _____	\$ _____	_____	\$ _____
■ 208	400	\$ _____	\$ _____	\$ _____	_____	\$ _____

## MISCELLANEOUS

	PRICE	QTY	TOTAL
■ Extension cord & power strip	\$ _____	_____	\$ _____
■ Belkin power charging station	\$ _____	_____	\$ _____

**Electrician Rates** – Labor is included in pricing above, but additional labor rates will apply for additional support.

PSAV will not load or allow a service to be loaded beyond 80% of the rated capacity of the service. All power distribution PSAV uses will be UL/ETL listed and will meet or exceed state and local requirements for safe electrical distribution. Ask your representative for full details regarding labor rates which can vary based on complexity and time of service.

**Simon Giles**

**Director of Sales - PSAV®**

Hilton Anatole

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