

EXHIBITOR ORDER FORM-2018



**Video Equipment**

	Qty	DAILY RATE		Days Used	Total
		Advanced*	On Site**		
DVD Player		\$115.00	\$155.00		
55" Plasma Monitor (Includes monitor stand and VGA cable)***		\$1,450.00	\$2,010.00		
70" Plasma Monitor (Includes monitor stand and VGA cable)***		\$2,950.00	\$5,660.00		
*** PSAV does not supply wall mounts or labor for mounting monitors to your hard sets***					
LCD Package Including projector, cart, power, VGA cable and 5', 6', 7' or 8' tripod screen		\$1,098.00	\$1,480.00		
Rolling Cart with Black Spandex Cover		\$40.00	\$55.00		

**Internet**

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Per Device-Basic Service-Wireless (includes 1 device connection and 1/8 Mbps of bandwidth)		\$170.00	\$270.00		
Add'l Wireless Connections		\$52.00	\$88.00		
Per Device-Basic Service-Wired (includes 1 device connection and 1/2 Mbps of bandwidth)		\$610.00	\$815.00		
Add'l Wired Connections		\$205.00	\$280.00		
Other internet options are available. Please call for details.					

**PC Compatible Systems**

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Laptop Computer with CD drive		\$300.00	\$405.00		
<b>Please Note Specific Software/Hardware Needs Below:</b>					

**Power**

	Qty	ONE-TIME FEE		Days Used	Total
		Advanced	On Site		
10 amp Single Phase Power		\$185.00	\$260.00		
20 amp Single Phase Power		\$240.00	\$345.00		
Power strip		\$32.00	\$43.00		
25' extension cord		\$32.00	\$43.00		
Labor may apply to under carpet or complex booth sets.					

**Computer Accessories**

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
24" Wide Screen LCD Monitor (tabletop) (includes VGA cable)		\$295.00	\$400.00		
Other sized monitors are available. Please call for details.					

**Audio Equipment**

	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
CD Player		\$85.00	\$130.00		
Sound System with (2) speakers		\$480.00	\$650.00		
UHF Wireless Microphone (specify lapel or hand held)		\$280.00	\$380.00		
4 Channel Mixer ( includes stand and XLR cable)		\$170.00	\$230.00		

**Rental Totals** PAYMENT IS DUE WHEN ORDER IS PLACED

<b>A</b> TOTAL of all items ordered	
<b>B</b> SALES TAX (12% of line A)	
<b>C</b> SUBTOTAL (add lines A & B)	
<b>D</b> SET UP/PICKUP (25.5% of line C or \$85.00 minimum- <b>WHICHEVER IS HIGHER</b> )	
<b>E</b> TOTAL DUE (add lines C & D)	

**Method of Payment** PLEASE CHECK ONE

Card Number: \_\_\_\_\_ Exp Date \_\_\_\_ / \_\_\_\_ American Express

Cardholder's Name (as it appears on card): \_\_\_\_\_ Visa

Cardholders Signature: \_\_\_\_\_ MasterCard

\_\_\_\_\_ Billing Address Zip Code \_\_\_\_\_

\* If you do not wish to send your credit card information via email or fax please, then complete all other information, send in the completed form, and then call 504-592-8000 with the credit card number to complete the process.

**Customer Information**

Show/Convention Name: \_\_\_\_\_

Show/Convention Dates: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Billing Address 1: \_\_\_\_\_

Billing Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ordered By: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Ordering Instructions**

- ⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. One-day charge for power.
- ⇒ Please include applicable Sales Tax on all items. 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 in advance for prior approval.
- ⇒ Please fill in all blue areas plus the item(s) you are requesting!
- ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- ⇒ Call if you do not receive an email confirmation from PSAV! Cancellation of your order must be received 48 hours prior to delivery date to avoid a minimum one day charge.

Advanced = Order received by PSAV on 11 days or more prior to installation date.

On-site = Order received by PSAV on 10 days or less prior to installation date.

**Delivery Information**

On-Site Contact: \_\_\_\_\_

Booth #: \_\_\_\_\_ Room: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Show Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

End Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Return For Processing**

**PSAV**  
 Hilton New Orleans Riverside Hotel  
 2 Poydras Street  
 New Orleans, LA 70130  
 504-592-8000 Ph  
 504-592-8001 Fax  
[4117exhibits@psav.com](mailto:4117exhibits@psav.com)