



Affiliate Form



EVENT NAME: _____ Advanced Rates are available 10 days prior to event ROOM: _____
Once your order is submitted a PSAV Representative will contact you with confirmation

COMPANY: _____ DATE & TIME: _____

AUDIO VISUAL

SERVICE - PER DAY	QTY	Days	Advanced Rate	Rate	TOTAL
Meeting Room Package - Meeting Room Projector, Tripod Screen, Cart and Cables			\$780.00	\$860.00	
LCD Support Package - Tripod Screen, Cart and Cables			\$220.00	\$270.00	
32" Monitor including Stand (Floor or Table)			\$310.00	\$360.00	
Laptop or Desktop Computer (doesn't include monitor)			\$260.00	\$310.00	
Wired Podium Microphone Package - Wired Podium Microphone, 4 Channel Mixer and House Sound			\$465.00	\$515.00	
Wireless Microphone Package - One Wireless Microphone, 4 Channel Mixer and House Sound			\$552.00	\$600.00	
Computer/DVD/MP3 Audio Package (house music) - 4 Channel Mixer, House Sound and DI Box			\$490.00	\$590.00	
Additional Equipment and sizing available					
Write in:					
Set & Strike Fee*	1		\$110.00	\$110.00	\$110
SUBTOTAL					

INTERNET AND TELEPHONE SERVICE

All IP Address information is assigned automatically via DHCP. Please ensure that the TCP/IP is ENABLED and configured to "OBTAIN AN IP ADDRESS AUTOMATICALLY". If your computer is normally networked in an office setting, please verify compatibility with your IT representative. Outside routers, hubs, or access points are NOT permitted and will NOT operate correctly with our system.

SERVICE -PER DAY	QTY	Days	Advanced Rate	Rate	TOTAL
Standard Internet Connection - Wired			\$665.00	\$715.00	
Additional Connections - Wired			\$225.00	\$275.00	
Wireless Internet Service - up to 10 devices Connection with SSID and Conference Code			\$240.00	\$340.00	
Additional Internet Options Available including Dedicated Internet Service or Static IP Address			Please Call	Please Call	
All services include local and toll free numbers. All long distance call are billed at the prevailing hotel rate and billed through the hotel via the credit card provided below. Calling cards can not be used.					
Polycom Speakerphone with Phone Line			\$385.00	\$435.00	
Direct Dial Phone / Phone Line Package			\$165.00	\$205.00	
Set & Strike Fee*	1		\$150.00	\$150.00	\$150
SUBTOTAL					

PSAV is not responsible for voltage fluctuations or power failure due to temporary conditions. No verbal orders are accepted. No credits for unused services. Orders will not be processed without room and form of payment noted. Advanced orders are guaranteed to be installed an hour prior to meeting start. There will be no refunds once services are rendered. If customer cancels the event or the provision of all or a portion of audiovisual equipment and services by PSAV, cancellation charges will apply. If cancellation is under 72 hours, 50% of the equipment proposal estimate and 100% of labor charges, plus actual expenses incurred by PSAV in preparing for the event will be charged. Client is responsible for ordering power from the hotel. *Additional Labor maybe required for larger orders. PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

IF YOU EXPERIENCE AN ISSUE ON SITE PLEASE CONTACT PSAV AT 202.332.4178. NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ONSITE TO A MANAGER.

AUDIO VISUAL TOTAL
INTERNET and TELEPHONE TOTAL
25% SERVICE CHARGE
SUBTOTAL
6% Tax
ESTIMATED TOTAL CHARGES

CONTACT INFORMATION

CREDIT CARD INFORMATION

Name:	Credit Card <input type="radio"/> Wire Transfer <input type="radio"/> Check <input type="radio"/> Master Account <input type="radio"/>
If paying by Check or Wire Transfer please send the form back with no payment information and you will receive an email with the total due. Checks should be made out to PSAV	
Address:	Card Holders Name:
City: State: Zip:	Credit Card Account Number: CCV#:
Phone: Fax:	Expiration Date: Billing Zip Code:
Onsite Contact and Number:	Email Address:
	x

All Orders must be prepaid to be installed

CARDHOLDERS SIGNATURE Signature confirms acceptance of terms and conditions

DATE



flawless performance. dramatic results.

Please return completed form to:
PSAV

2660 Woodley Road, NW
Washington, DC 20008

Phone: 202.332.4178

Fax: 866.312.5410
Wardmanpark@psav.com

