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| 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  AM  PM |
| EMAIL ADDRESS |  | PICKUP DATE | PICKUP TIME  AM  PM |
| ORDERED BY |  | |  |

**ORDERING INSTRUCTIONS**

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

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

**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.

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

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| **MONITORS** | QTY. |  |
|  32” LCD monitor | \_\_\_\_\_ | $280 |

 Dual-post stand

 55” LCD monitor \_\_\_\_\_ $610

 Dual-post stand

 70” LCD monitor \_\_\_\_\_ $785

 Dual-post stand

**Scott Walker**

**Director, Event Technology - PSAV®**

Crowne Plaza Denver Convention Center

15500 East 40th Avenue, Denver, CO 80239

 **office:** 303.302.4172  **email:** swalker@psav.com

**Shipping Instructions** – Please call the hotel to set up shipping.

**Form Submission** – Email completed forms to:

swalker@psav.com

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| --- | --- | --- |
|  Laptop | \_\_\_\_\_ | $200 |
| **PROJECTION** | QTY. |  |
|  LCD projector | \_\_\_\_\_ | $300 |
|  Tripod screen | \_\_\_\_\_ | $65 |

**MONITOR ACCESSORIES** QTY.

 5’  6’  8’

**INTERNET** QTY.

 Wired internet connection \_\_\_\_\_ $150  Wireless internet connection \_\_\_\_\_ $15

 Dedicated bandwidth **Please contact PSAV for quote**

**POWER** QTY.

 120V – 5 AMP \_\_\_\_\_ $139

 120V – 10 AMP \_\_\_\_\_ $165

 120V – 15 AMP \_\_\_\_\_ $220

 25’ AC cable \_\_\_\_\_ $20

 Power strip \_\_\_\_\_ $20

**RIGGING**

Rigging requests should be placed using the Rigging

Request Form at https://www.psav.com/riggingform

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| **CUSTOM ITEMS** | QTY. |  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_ |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_ |
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|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_ | $\_\_\_\_\_\_ |

**SPECIAL REQUESTS**

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

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Adjacent Booth No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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AdjacentAdjacent

BoothBooth

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| --- | --- |
| **BOOTH DIAGRAM** |  |
| ORGANIZATION NAME | ROOM/EXHIBIT BOOTH NO. |
| SHOW NAME | SHOW DATES |

|  |  |
| --- | --- |
| **Internet**  Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth. | **Power**  Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services. |

No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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