



Exhibitor Form



EVENT NAME:	Advanced Rates are available 14 days before show opening Once your order is submitted a PSAV Representative will contact you with confirmation	BOOTH #:
DATES:		ROOM:
COMPANY:		

AUDIO VISUAL

SERVICE - PER DAY	QTY	Days	Advanced Rate	Rate	TOTAL
Exhibitor Booth Power (Up to 20AMP)			\$270	\$312.00	
Dedicated Power (Needs Above 20AMP)			Please Ask	Please Ask	
24" Monitor including Table Top Stand			\$365.00	\$380.00	
55" Monitor including Floor Stand			\$955.00	\$975.00	
Please indicate Source Signal Type required for Monitors: VGA, DVI, HDMI, USB, Composite, etc.					
Laptop Computer			\$255.00	\$275.00	
Booth Audio (includes mono-sum DI and 10" Loudspeaker)			\$484.00	\$500.00	
Exhibit Booth uplighting (includes 4 LED fixtures)			\$520.00	\$540.00	
Black Drape per Panel (16' x 13')			\$320.00	\$340.00	
Write in:			Please Ask	Please Ask	
Setup & Strike Labor		TBD by PSAV	\$105/hr	\$105/hr	

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 the hotel infrastructure.

SERVICE - PER DAY	QTY	Days	Advanced Rate	Rate	TOTAL
Wired Internet connection (shared bandwidth)			-----	\$400.00	
Wireless Internet Connection - 1 Day (shared bandwidth)			-----	\$24.00 <25 ppl \$20.00 25-50 ppl \$15.00 >50ppl	
Group Internet Connection			Please Ask	Please Ask	
Dedicated Internet Service or Static IP Address			Please Ask	Please Ask	
IP Phone (with 1 extension)			-----	\$55.00	

All telephone 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.

Setup & Strike Labor	TBD by PSAV	\$105/hr	\$105/hr	TOTAL
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SUBTOTAL

The pricing included in this form is to be used for estimation purposes only and may not include all amounts due to PSAV at the conclusion of the event. PSAV is not responsible for voltage fluctuations or power failure due to conditions outside of our ability to control. No verbal orders are accepted. No credits will be issued for unused services. Orders will not be processed without booth number, form of payment, and authorized signature noted. Advanced orders are guaranteed to be installed at least 1 hour prior to show opening. There will be no refunds once services are rendered. If customer cancels the event or 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. PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

AUDIO VISUAL TOTAL

INTERNET and TELEPHONE TOTAL

SUBTOTAL

10% Loss Damage Waiver

5.75% Tax

ESTIMATED TOTAL CHARGES

IF YOU EXPERIENCE A SERVICE ISSUE ON SITE PLEASE CONTACT PSAV AT 202.787.6530 FOR IMMEDIATE ASSISTANCE.

BILLING CONTACT INFORMATION

CREDIT CARD INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Onsite Contact and Number: _____

Please call to make payment
Amber James 202-787-6530
ajames@psav.com

CARDHOLDERS SIGNATURE _____ Signature confirms acceptance of terms and conditions _____ DATE _____



flawless performance. dramatic results.

Please return completed form to:

PSAV
1330 Maryland Ave SW
Washington, DC 20024
Phone: 202.787.6530

Fax: 202-787-6165

ajames@psav.com



MANDARIN ORIENTAL
THE HOTEL GROUP

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