

EXHIBITOR AUDIO VISUAL EQUIPMENT ORDER FORM



Video Equipment						Customer Information					
Qty	DAILY RATE		Days Used	Total							
	Advanced	On Site									
32" LCD Monitor/Flatscreen w/Stand		\$255.00	Not Available		\$0.00	Show/Convention Name:					
42" LCD Monitor/Flatscreen w/ Stand		\$425.00	Not Available		\$0.00	Firm Name:					
55" LCD Monitor/Flatscreen w/ Stand		\$735.00	Not Available		\$0.00	Billing Address:					
Power Strip/Extension Cords		\$42.00			\$0.00	Pre show contact:					
					\$0.00	Telephone # (on site):					
						On site contact:					
						Email:					
PC Compatible Systems						If you don't see something you need, please call the number listed below for assistance.					
Qty	DAILY RATE		Days Used	Total							
	Advanced	On Site									
Laptop Computer											
Please Note Specific Software/Hardware Needs Below:		\$245.00		\$245.00	\$0.00						
Software/Hardware:	Note: Daily Rate is subject to change reliant upon software/hardware needs.										
Computer Accessories						Ordering Instructions					
Qty	DAILY RATE		Days Used	Total							
	Advanced	On Site									
HP 4250N B&W Printer		\$215.00	Not Available		\$0.00	⇨ The total charge per item is determined by multiplying the quantity by the advanced daily rate by the number of days to be used. ⇨ Please include applicable Sales Tax on equipment rental. <b>TAX EXEMPT STATUS</b> - 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. ⇨ To guarantee equipment availability and advanced rate, this order should reach us <b>14 days prior</b> to delivery. ⇨ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum. ⇨ <b>CANCELLATIONS:</b> Cancellation of equipment ordered must be received <b>48 hours prior</b> to delivery date to avoid a minimum one day charge.					
Call With Specific Needs...											
Video Accessories											
Qty	DAILY RATE		Days Used	Total							
	Advanced	On Site									
Lighting Kit - contact with specific needs		TBA	Not Available								
Video Switcher		\$415.00	\$500.00		\$0.00						
Apple Dongle/Adapter (Specify Model)		\$50.00	\$100.00		\$0.00						
Call With Specific Needs...											
High Speed Internet Access											
Qty	DAILY RATE		Days Used	Total							
	Advanced	On Site									
					\$0.00						
					\$0.00						
					\$0.00						
					\$0.00						
					\$0.00						
External Sound System						Delivery Information					
Qty	DAILY RATE		Days Used	Total							
	Advanced	On Site									
Laptop Sound System with speaker and mixer		\$252.00			\$0.00	On-Site Contact:					
						Room					
						Booth					
						Start Date					
						End Date					
						Start Time					
						End Time					
Rental Totals						Return For Processing					
PAYMENT IS DUE WHEN ORDER IS PLACED Estimated pricing included on excel sheet is based off of advanced pricing								<b>Presentation Services, Inc.</b> at the Westin Tysons Corner 7801 Leesburg Pike Falls Church, Virginia 22043 P: 703.394.2142  <a href="mailto:pkarki@psav.com">pkarki@psav.com</a> Pradip Karki, Director of Event Technology			
EQUIPMENT TOTAL				\$0.00							
Event Technology Support Fee (23.00%)				\$0.00							
SUBTOTAL				\$0.00							
Sales Tax (7.00%)				\$0.00							
TOTAL DUE				\$0.00							
Method of Payment											
PLEASE CHECK ONE											
Card Number: <b>Please provide a copy of card front and back.</b>											
Exp Date: _____ Zip code: _____ Cardholder's Name (as appears on card): _____ Cardholders Signature: _____ Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/>											