

Exhibitor Audio Visual Order Form



at the Capital Hilton Hotel, Washington, DC

Video Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
54" Rolling Cart w/Black Skirt		\$50.00	\$75.00		
DVD Playback Deck		\$110.00	\$145.00		
32" Plasma Monitor (Includes Monitor Stand)***		\$440.00	\$580.00		
46" Plasma Monitor (Includes Monitor Stand)***		\$625.00	\$700.00		
55" Plasma Monitor (Includes Monitor Stand)***		\$820.00	\$1,082.00		
60" Plasma Monitor (Includes Monitor Stand)***		\$1,570.00	\$2,075.00		

Customer Information

Show/Convention Name: _____

Firm Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Telephone #: _____

Fax #: _____

email: _____

Notes: _____

Audio Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Gooseneck Podium Microphone		\$100.00	\$110.00		
Wired Microphone		\$80.00	\$90.00		
Wireless Microphone, Handheld or Lavalier		\$235.00	\$275.00		
Laptop Audio Connection		\$75.00	\$90.00		
10 Channel Microphone Mixer		\$135.00	\$180.00		
Powered Audio Speaker		\$160.00	\$210.00		
House Sound Patch***		\$180.00	\$210.00		

Labor

Set/Strike Labor \$100 p/h

Operator Labor** \$115- p/h

** Denotes a 4 Hour Minimum **

If you don't see something you need, please call the number listed below for assistance.

Presenter Support	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Lenovo Laptop Computer		\$250.00	\$285.00		
Wireless Remote Mouse		\$70.00	\$100.00		
High Speed Internet Connection (Initial Connection)		\$450.00	\$500.00		
Additional Internet Connection (Per Connection)		\$150.00	\$150.00		

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.

Please include applicable Sales Tax on equipment rental. 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.

To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.

CANCELLATIONS:
A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.
cancellation, 50% of original charges will be applied.

Computer Accessories	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Call With Specific Needs... High Speed copiers,					

Computer Display Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
22" Flat Screen LCD Monitor		\$215.00	\$285.00		
19" Flat Screen LCD Monitor		\$230.00	\$305.00		
17" Flat Screen LCD Monitor		\$230.00	\$305.00		

Rental Totals	PAYMENT IS DUE WHEN ORDER IS PLACED
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EQUIPMENT TOTAL	
DELIVERY/SETUP/PICKUP (22% of line 1 / \$45.00 minimum)	
SUBTOTAL	
SALES TAX (6% of line 3)***	
TOTAL DUE	

If you are paying with a credit card, please provide credit card information via Telephone. Please do not fax or email credit card information.

Delivery Information

On-Site Contact: _____

Booth #: _____ Room #: _____

Delivery Date: _____ Time: _____

Show Start Date: _____ Time: _____

Pickup Date: _____ Time: _____

*** We do not supply wall mounts for plasma or flat screen monitors.

**** Plugging into the Capital Hilton House Sound System is prohibited ****

Return For Processing

Presentation Services, Inc.
at the Capital Hilton Hotel
c/o Minyahel Tadesse
1001 16th Street, NW
Washington, DC 20036
202-628-2020 (Office)
202-628-2022 (FAX)
mtadesse@psav.com