

# 2019 Exhibitor Order Form

Conference Name:			
Company:			
Booth #:			
On-site Contact:			
Date Requested:		To	
Set Time		End Time	

General AV Equipment	Qty	Days	Charge/Day	Subtotal
Laptop Computer				
24" LCD Monitor (tabletop display)				
32" LCD Monitor (tabletop display)				
46" LCD Monitor (includes stand)				
55" LCD Monitor (includes stand)				
Touch Screen Monitor (includes stand)			Please inquire for pricing	
Custom Branded Charging Stations			Please inquire for pricing	
<b>Internet Services</b>				
Wireless Connection (1 log-in code)				
High Speed Wired Connection				
Each additional IP/PC				
<b>Power Services</b>				
20 amp Electrical Service				

Please note that a one-time labor charge of \$130 will be applied for set-up and tear down of the 46" and 55" monitors. Please also note that a minimum 2 - 3 week lead time is required for the Charging Stations and the Touch Screen Monitors

\*Please provide a brief equipment list;

Contact Information	
<u>Name (Print)</u>	_____
<u>Billing Address</u>	_____
<u>City, State, Zip</u>	_____
<u>Phone Number</u>	_____
<u>Email Address</u>	_____
<u>Signature</u>	_____

Please return completed forms to:  
 PSAV at Swissotel Chicago  
 323 E Wacker Dr. Chicago, IL 60601  
[SwissCHISales@PSAV.COM](mailto:SwissCHISales@PSAV.COM)  
 Phone # 312.268.8090

**Payment Information: Per the Payment Card Industry Data Security Standard (PCI DSS), PSAV cannot record or accept any credit card information via email or fax. Please call our office at 312.268.8090 to secure payment. Orders will not be considered final until payment is confirmed.**

Charges are per day. Service charge of 24% and Local Sales Tax may apply. All cancellations within 48 hours are subject to 50% fee. All cancellations day of are subject to full amount of order including delivery and tax. Price valid for booth events only. On-site orders are subject to a 35% surcharge. Additional labor may also apply depending on the total amount of video monitors installed in the Exhibit Hall. Please inquire within for additional items and services not listed on the exhibitor order form.