



PSAV[®]

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	# EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME		ROOM / EXHIBIT BOOTH #
STREET ADDRESS	CITY & STATE		ZIP CODE
TELEPHONE NUMBER	ORDERED BY		
EMAIL ADDRESS (PLEASE PRINT)			

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 five-hour minimum. An electronic payment receipt will be emailed to you once payment has been received.

Prices are per day and apply to exhibit floor only. All rental rates subject to 15% increase if ordered on-site

MONITORS – Do not have USB Port, Will require laptop	PRICE	DAYS	QTY
24" LCD Monitor (no built-in speaker) Table Stand	\$250		
46" (with built-in speaker) Floor Stand	\$620		
55" LCD (with built-in speaker) Floor Stand	\$855		
70" LCD (with built-in speaker) Floor Stand	\$1,270		

AUDIO	PRICE	DAYS	QTY
Small sound system (2 speakers, stands and mixer)	\$330		
Wired handheld microphone	\$90		
Wireless microphone	\$255		
4-Channel Mixer	\$90		

VIDEO / DATA DISPLAY	PRICE	DAYS	QTY
Laptop Adapter (Mini Display Port, USB-C, or other)	\$32		
Laptop	\$260		
Slide advancer	\$70		

POWER	PRICE	DAYS	QTY
120V – 20 AMP	\$150		
208v Three phases – 60 AMPS	\$515		
25' AC Cable	\$21		
Power Strip	\$21		
Small charging station	\$51		

LIGHTING	PRICE	DAYS	QTY
LED Accent light	\$65		
Wireless LED Up Light	\$135		

For special power needs, please contact PSAV directly

****If you have a special request or additional equipment needs, please call 305.377.4411****
 Email completed form to psavintercontinentalmiami@psav.com or
 Fax completed form to 877.508.3902

RENTAL TOTALS

EQUIPMENT TOTAL (Multiply price X days X QTY per each item requested to get total amount)	1
SET UP AND TEAR DOWN (24% OF LINE 1 OR \$115 Minimum - REQUIRED)	2
SUB-TOTAL DUE (24% Service charge and 7% Local Sales Tax will apply to this amount)	3

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION – FULL AMOUNT IS DUE WHEN ORDER IS PLACED

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. A written confirmation will be sent once your order is received and processed.

The total charge per item is determined by multiplying the price by the quantity ordered per day of use.

Please include applicable Sales Tax on equipment rental and/or labor.
 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:
 A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee.
 B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

DELIVERY INFORMATION

On-Site Contact: _____

Booth #: _____ Room: _____

Delivery Date: _____

Delivery Time: AM PM

Pickup Time: _____

Pickup Time: AM PM

RETURN FOR PROCESSING



100 Chopin Plaza
 Miami, FL 33131
 305.377.4411 (office)
 877.508.3902 (fax)
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