



Exhibitor Form



EVENT NAME:

BOOTH #:

DATES: A PSAV Representative will contact you with confirmation. Advanced Rates are guaranteed for orders received no less than 10 days to event start date

COMPANY: ROOM:

AUDIO VISUAL

SERVICE - PER DAY	QTY	# of Days	Advanced Rate	Late Rate	TOTAL (QTY x # of Days)
24" LCD Monitor (Table stand only)			\$315.00	\$395.00	
32" LED Monitor (Table stand only)			\$415.00	\$520.00	
55" Monitor (Floor Stand)			\$910.00	\$1,140.00	
Larger sizes available upon request			Contact for pricing		
PC Laptop			\$250.00	\$315.00	
Exhibit Booth Uplighting (includes 4 LED Lights)			\$380.00	\$475.00	
Set & Strike Fee*	1		\$95.00	\$95.00	\$95
SUBTOTAL					

INTERNET SERVICES

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 our system.

SERVICE - SHOW RATE	QTY	Advanced Rate	Late Rate	TOTAL
Wired Internet connection		\$610.00	\$815.00	
Additional Wired Internet connection		\$205.00	\$280.00	
Wireless Internet Service - One Device		\$170.00	\$270.00	
Additional Wireless Service - per Device		\$52.00	\$88.00	
Dedicated Internet Service or Static IP Address		Please Call	Please Call	
Set & Strike Fee* (Does not apply to wireless)	1	\$95.00	\$95.00	\$95
SUBTOTAL				

EXHIBIT BOOTH POWER

SERVICE - SHOW RATE	QTY	Advanced Rate	Late Rate	TOTAL
10 AMP (Single Phase) - 120 VOLTS w/ Power Strip		\$245.00	\$350.00	
20 AMP (Single Phase) - 120 VOLTS w/ Power Strip		\$304.00	\$409.00	
Additional Power Strip & Extension Cable		\$64.00	\$64.00	
Additional Power Services available		Contact for pricing		
Set & Strike Fee*	1	\$110.00	\$110.00	\$110
SUBTOTAL				

PSAV is not responsible for voltage fluctuations or power failure due to temporary conditions. No verbal orders are accepted. No credits for unused services. Orders will not be processed without Booth number. All PSAV services are subject to a taxable 24% service charge. Advanced orders are guaranteed to be installed prior to show opening. There will be no refunds once services are rendered. If customer cancels the event or the provision of 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.

*Additional Labor may be required for larger orders.

AUDIO VISUAL TOTAL

24% Service Charge

INTERNET TOTAL

POWER TOTAL

ESTIMATED TOTAL CHARGES

IF YOU EXPERIENCE AN ISSUE ON-SITE PLEASE CONTACT PSAV AT 617.212.9925. NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ON-SITE TO A MANAGER.

Please return completed form to:
PSAV

10 Huntington Ave
Boston, MA 02216
PH: 617.267.6110

Fax: 866.913.8405

Email Form To: PSAVWCP@psav.com



flawless performance. dramatic results.



*Pricing valid through December 31, 2018



Exhibitor Form



EVENT NAME:

BOOTH #:

DATES:

COMPANY:

ROOM:

BOOTH LAYOUT

Please indicate placement of Booth Power, Internet/Phone and Audio Visual

Adjacent Booth or Aisle # _____ BACK

Adjacent Booth or Aisle # _____ LEFT

Adjacent Booth or Aisle # _____ RIGHT

A = Audio/Visual

I = Internet

P = Power

Adjacent Booth or Aisle # _____ FRONT

Power drops are placed at the back of the booth. Other power placement including under carpeting or other places in booth will require additional labor and equipment.

All orders placed will receive a confirmation email with exact pricing within a week of submitting form.

PSAV is not responsible for voltage fluctuations or power failure due to temporary conditions. No verbal orders are accepted. No credits for unused services. Orders will not be processed without Booth number. Cancellation charges will apply for any order canceled within 72 hours of event load-in. *Additional Labor may be required for larger orders. *

IF YOU EXPERIENCE AN ISSUE ON-SITE, PLEASE CONTACT PSAV AT 617.212.9925. NO REFUNDS WILL BE PROVIDED WITHOUT REPORTING THE ISSUE ON-SITE TO A MANAGER.

Estimate Total from previous page

\$

BILLING CONTACT INFORMATION

Name: Email:

Address:

City: State: Zip:

Phone: Fax:

On-site Contact and Number:

PSAV WILL CONTACT YOU DIRECTLY TO OBTAIN CREDIT CARD PAYMENT DETAILS VIA PHONE.

PLEASE DO NOT SEND SENSITIVE PAYMENT DETAILS VIA EMAIL OR FAX

X

Approver Signature Signature confirms acceptance of terms and conditions

DATE



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