



# AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH NO.:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
ORDERED BY:			

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**➤ If you have a special request or need additional equipment, please call 317.231.3925. Email completed form to kbryans@psav.com**

**PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.**

INTERNET ACCESS	QTY	PRICE
Basic WiFi (per Connection)		\$ 25
Wired Internet Connection		\$ 150
Dedicated Bandwidth	Please contact PSAV for quote	

POWER	QTY	PRICE
120V - 5 AMP Shared Power		\$ 110
120V - 15 AMP Dedicated Drop		\$ 190
Specialty Power Drop	Please contact PSAV for quote	

CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$

VIDEO/DATA DISPLAY	QTY	PRICE
Laptop Computer		\$ 215

MONITORS	QTY	PRICE
24" Monitor <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> DisplayPort		\$ 185
42"- 46" Monitor <input type="checkbox"/> Table Stand <input type="checkbox"/> Pole Stand <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> HDMI <input type="checkbox"/> USB		\$ 395
50"- 55" Monitor <input type="checkbox"/> Table Stand <input type="checkbox"/> Pole Stand <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/> HDMI <input type="checkbox"/> USB		\$ 550
70" Monitor (Dual-Post Stand, Table Stand, Speakers)	Please contact PSAV for quote	

## 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 four-hour minimum. An electronic receipt will be emailed to you.

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

### CANCELLATIONS:

- A) Cancellations received within 24 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- 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.

**Labor and/or service charges may apply, and/or loss damage waiver.**

## SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Westin Indianapolis
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 241 West Washington Street, Indianapolis, IN 46204

