



Partners In Show!

Please fax completed form to **407-827-3902** or email to **1719exhibits@psav.com**

**EXHIBITOR HIGH SPEED INTERNET AND AUDIOVISUAL SERVICES ORDER FORM**

CUSTOMER INFORMATION	
Company Name:	Location/Booth Number:
Show Name:	Show Dates:
Billing Contact Name:	Phone Number:
Billing Street Address:	On-Site Contact Name:
City, State & Zip:	
E-Mail Address:	

INTERNET SERVICES (Charged no more than two days in a single week)	QTY	DAYS		RATE	TOTAL
High Speed Internet Connection - Wired		x		\$125.00	= \$
High Speed Internet Connection - Wireless		x		\$125.00	= \$
Static IP Address (Per Computer, Per Day)		x		\$350.00	= \$

A/V EQUIPMENT (Charged no more than three days in a single week)	QTY	DAYS		RATE	TOTAL
(2) Powered Speakers with Mixer		x		\$230.00	= \$
Wireless Microphone		x		\$170.00	= \$
DVD or VHS Player		x		\$80.00	= \$
54" AV Cart w/ Drape		x		\$20.00	= \$
32" Monitor/TV		x		\$350.00	= \$
LCD Projector 4000 Lumen		x		\$500.00	= \$
6' Projection Screen		x		\$50.00	= \$
17" LCD Flat Monitor		x		\$150.00	= \$
21" LCD Flat Monitor		x		\$200.00	= \$
42" Plasma Monitor		x		\$600.00	= \$
50" Plasma Monitor		x		\$900.00	= \$
Chrome Post Stand		x		\$150.00	= \$
Laptop 2Ghz/20gb/Win XP		x		\$250.00	= \$
Laser Printer (B/W) (weekly charge)		x		\$500.00	= \$

Service Charge 23% \$  
Sales Tax 6.50% \$  
**ESTIMATED GRAND TOTAL** \$

RENTAL POLICY	PAYMENT INSTRUCTIONS
<p>All equipment to be in operating condition upon delivery. If a malfunction is experienced in operation, the problem must be reported immediately. We will replace or repair the equipment. We are not responsible for problems reported after the rental period. Clients are responsible for all items while in their use; this includes damage, loss, theft, or vandalism. Repair or replacement costs will be charged. Cancellation of Equipment: 48 hour notice of cancellation is required for rental equipment or a fee of 50% of the normal one day rental rate will be charged. If equipment is delivered, client will be charged the normal one-day rate. Prices are based on current rates and are subject to change without notice. All equipment is on a daily rate per-room/booth basis.</p>	<p>Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account</p>
	<p>Credit Card Type: Amer. Express Visa MasterCard</p>
	<p>Card # Exp. Date:</p>
	<p>Card holder name:</p>
	<p>Signature:</p>
<p>Total Equipment Rental (Including tax and service charge): \$</p>	

For additional custom quotes or for questions, contact:

Phone: 407-827-3925 Fax: 407-827-3902

**ALL EQUIPMENT CANCELLATIONS MUST BE RECEIVED AT LEAST 48 HOURS BEFORE THE START OF YOUR SHOW TO AVOID A ONE DAY MINIMUM CHARGE.**

**Please Note: If you are tax exempt please fax your tax exempt certificate with this order form.**