EXHIBITOR SERVICES

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

that drives attendee interest

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS	
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.	
STREET ADDRESS		CITY	STATE	ZIP CODE	
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	M PICKUP DATE	PICKUP TIME	□AM
			PM		□PM
EMAIL ADDRESS		ORDERED BY			

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 % markup if ordered day of. 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 by the days rented. Please include applicable Sales Tax on equipment rental.

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

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 – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or "no shows" are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions - Mark any materials sent to the venue as follows:

- 1. Address Packages to: Name & Address of hotel
- 2. Hold for Arrival Attn: Guest's Name and/or Organization
- 3. Complete Return Address
- 4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission - Email completed forms to: hotelrep@psav.com.

MONITORS 22" Multi sync monitor Table top stand	PRICE QTY [\$	DAYS TOTAL \$	LIGHTING Up-light	PRICE \$	QTY DAYS	TOTAL
■ 32" LCD monitor □ Dual-post stand □ Table stand	\$	\$	RIGGING All rigging requests should be place	d using the <u>I</u>	<u>Rigging Requ</u>	<u>est Form</u> .
 46" LCD monitor □ Dual-post stand □ Table stand 	\$	\$	CUSTOM ITEMS	PRICE	QTY DAYS	TOTAL
 55" LCD monitor □ Dual-post stand □ Table stand 	\$	\$		\$	\$	
 70" LCD monitor Dual-post stand 	\$	\$		_ \$ _ \$	\$) }
AUDIO EQUIPMENT	PRICE QTY D	DAYS TOTAL	<u> </u>	\$	\$	5
Powered speaker Up to five people	\$	\$	SPECIAL REQUESTS Please add any items not listed abo	ove that you	require.	
ACCESSORIES	PRICE QTY D	DAYS TOTAL				
Laptop	\$	\$				
Black-and-white printer	\$	\$				
 INTERNET Wired internet connection Wireless internet connection Dedicated bandwidth 	PRICE QTY C \$ \$ Please contact P	\$ \$				





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BOOTH DIAGRAM

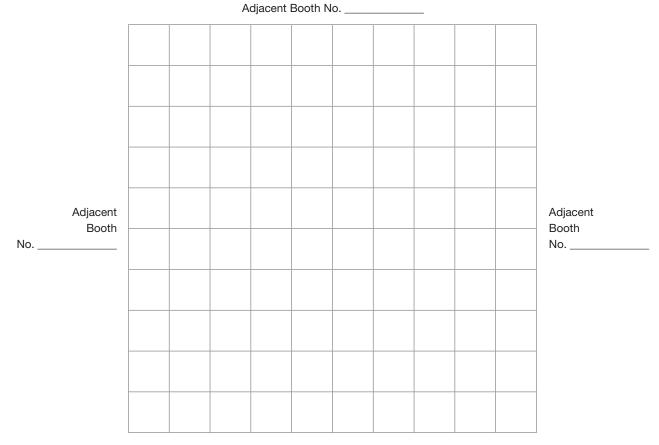
ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.



Adjacent Booth No.

Kenneth Leong PSAV® Representative New York Marriott at the Brooklyn Bridge 333 Adams Street, Brooklyn, NY 11201 • office: 718.222.6554 • email: kleong@psav.com

