



EXHIBITOR SERVICES ORDER FORM

Exhibit Booth Info

Please complete the requested information below

San Antonio Marriott Rivercenter

101 Bowie Street
San Antonio, TX 78205
PSAV Office: (210) 554-6153
Fax: (210) 554-6093

Program: _____

Set up Date: _____ Set up Time: _____ Booth # _____

End Date: _____ End Time: _____

COMPANY INFORMATION

EXHIBITOR COMPANY NAME

ON-SITE CONTACT NAME

E-mail Address

Address

City, State, Zip

Telephone Number

Fax Number

Payment Terms & Conditions

Full payment, including sales tax, is due in advance. **Purchase orders are not accepted.** Cancellations less than 24 hours prior to exhibit load-in will be charged a one-day rate.

A representative must be in your booth to sign for delivery of equipment.

The equipment requested in this order is being rented for the specified period of time only.

Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV

All equipment must be returned to PSAV in the same condition as it was in at the time of delivery, normal wear and tear excluded.

Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control

Computer Display Equipment

B&W Laser Jet Printer*
Additional Toner
40" LCD Monitor w/ Floor Stand *
55" LCD Monitor w/ Floor Stand *
PC Laptop Computer*
Remote PowerPoint Slide Advancer
***On-site requests may take up to 5 hours to fulfill, based upon availability.**

Pre-Event Rate	On-Site Rate	Qty	Days	TOTAL
\$175.00	\$250.00	X		=
\$100.00	\$150.00	X		=
\$565.00	\$665.00	X		=
\$855.00	\$955.00	X		=
\$230.00	\$280.00	X		=
\$60.00	\$85.00	X		=

Video Equipment / Other

24" LCD Monitor (XGA)*
DVD/ VHS Player
LCD Projector 2600 - 4000 Lumens
20"-36" AV Stand or Cart w/Skirt
6x6 Tripod Screen

Pre-Event	On-Site	Qty	Days	TOTAL
\$220.00	\$270.00	X		=
\$75.00	\$100.00	X		=
\$455.00	\$555.00	X		=
\$30.00	\$55.00	X		=
\$90.00	\$140.00	X		=

Miscellaneous Equipment

Laptop Speakers
DID Telephone Line*
***Long-distance charges will apply - call for details**

Pre-Event	On-Site	Qty	Days	TOTAL
\$45.00	\$75.00	X		=
\$160.00	\$185.00	X		=

Internet Access

Wired High Speed Internet- Single User Access
Wireless High Speed Internet-Single User Access

Pre-Event	On-Site	Qty	Days	TOTAL
\$555.00	\$740.00	X		=
\$140.00	\$230.00	X		=

Lighting & Rigging Services

Vinyl Banner Hanging (Per Banner)
Banners to be hung on Airwall Only, under 32 ft²

Pre-Event	On-Site	Qty	Days	TOTAL
\$150.00	\$300.00	X		=

Please see page 2 for the PSAV Electrical Services Rental Form (Required for exhibit booth power needs)

For specialty equipment not listed, including special lighting & RIGGING requests, please call 210-554-6153 for quote.

Order Forms with payment arrangements made less than 15 days before exhibit set-up will be charged on-site rates.

**If ordering only Internet or Telephone Services, only Page 1 will need to be completed.

FAX (210) 554-6093

Payment
Please complete the requested information below:
Acceptance Signature:
Printed Name:
For your security and to adhere to PCI Security Standards, please call PSAV directly to finalize payment arrangements with a Credit Card.
Office # (210) 554-6153
On-site rates apply for payment arrangements made less than 15 days prior to the start of exhibit set-up.
Names of authorized on-site contacts for additions:
Onsite Contact Mobile Phone #:

PAGE 1 TOTAL COST	
Equipment Total	\$ _____
Labor (estimated by PSAV)	\$ _____
SUBTOTAL*	\$ _____
*8.25% Sales Tax will be added to every order	
PAGE 1 TOTAL	\$ _____
PSAV Exhibit Services San Antonio Marriott Rivercenter	