



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY:			

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

➤ If you have a special request or need additional equipment, please call 816.303.2968. Email completed form to tmodlin@psav.com

AUDIO EQUIPMENT	QTY	PRICE
CD Player		\$ 55
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 175
Individual Small Powered Speaker (up to 5 people)		\$ 40

ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 80

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

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$ 75
LCD Projector		\$ 415

MONITORS	QTY	PRICE
55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 600

INTERNET ACCESS	QTY	PRICE
Wireless Internet Connection		\$ 75

POWER	QTY	PRICE
120V - 5 AMP		\$ 75
120V - 10 AMP		\$ 95
120V - 15 AMP		\$ 115
25' AC Cable		\$ 20
Power Strip		\$ 20

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 4 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 48 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 InterContinental Hotel
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: 401 Ward Parkway, Kansas City, MO 64112

SPECIAL REQUESTS Please add any items not listed above that you require.

