



## 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 DAY.**

➤ If you have a special request or need additional equipment, please call 281.501.4334. Email completed form to [kbienvenue@psav.com](mailto:kbienvenue@psav.com)

VIDEO/DATA DISPLAY	QTY	PRICE
LCD Projector		\$ 455

AUDIO EQUIPMENT	QTY	PRICE
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier 180		\$ 180

Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate</i>		\$ 65
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Individual Small Powered Speaker (up to 5 people)		\$ 110
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4-Channel Mixer		\$ 70
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CUSTOM ITEMS	QTY	PRICE
Standard Labor (per hour)		\$ 90
On-Site Additions (per hour)		\$ 90
Labor to be determined by PSAV		\$
		\$
		\$
		\$
		\$

SPECIAL REQUESTS	Please add any items not listed above that you require.
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MONITORS	QTY	PRICE
22" Multi Sync Monitor		\$ 245
46" Monitor*		\$ 495
55" Monitor*		\$ 730
70" Monitor*		\$ 995
*Floor Stand for Noted Monitors		\$ 75

ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 125

INTERNET ACCESS	QTY	PRICE
3Mbps Wired Internet Connection		\$ 645
Wireless Internet Connection		\$ 70
Dedicated Bandwidth		Please contact PSAV for quote

POWER	QTY	PRICE
120V - 10 AMP		\$ 105
120V - 10 AMP (On-Site Additions)		\$ 150
120V - 20 AMP		\$ 185
120V - 20 AMP (On-Site Additions)		\$ 260

### 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 Westin Houston Memorial City
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: 945 Gessner Road, Houston, TX 77024