

# EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment 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 <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> 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 15% 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. Please include applicable Sales Tax on equipment rental.

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

**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: America's Center Convention Complex, 701 Convention Plaza, St. Louis, MO 63101
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: [aheepke@psav.com](mailto:aheepke@psav.com).

## MONITORS

	PRICE	QTY	TOTAL
■ 32" LCD monitor	\$ _____	_____	\$ _____
<input type="checkbox"/> Table stand			
■ 46" LCD monitor	\$ _____	_____	\$ _____
<input type="checkbox"/> Table stand			
■ 55" LCD monitor	\$ _____	_____	\$ _____
<input type="checkbox"/> Table stand			

## AUDIO EQUIPMENT

	PRICE	QTY	TOTAL
■ Wired microphone	\$ _____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier			
■ Wireless microphone	\$ _____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier			
■ Wireless headset microphone	\$ _____	_____	\$ _____
<i>Requires wireless microphone unit to operate</i>			
■ Powered speaker	\$ _____	_____	\$ _____
<i>Up to five people</i>			
■ Sound system	\$ _____	_____	\$ _____
■ <i>two speakers, two stands, one mixer, one wired microphone</i>			
■ <i>up to 20 people</i>			
■ 4-channel mixer	\$ _____	_____	\$ _____

## ACCESSORIES

	PRICE	QTY	TOTAL
■ DVD player	\$ _____	_____	\$ _____
■ Monitor rolling floor cart	\$ _____	_____	\$ _____
■ Laptop	\$ _____	_____	\$ _____
■ Black-and-white printer	\$ _____	_____	\$ _____

## PROJECTION

	PRICE	QTY	TOTAL
■ LCD projector	\$ _____	_____	\$ _____
■ 34"- 42" Rolling cart	\$ _____	_____	\$ _____
■ Tripod screen	\$ _____	_____	\$ _____
<input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'			

## LIGHTING

■ Up-light	\$ _____	_____	\$ _____
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## POWER

	PRICE	QTY	TOTAL
■ 25' AC cable	\$ _____	_____	\$ _____
■ Power strip	\$ _____	_____	\$ _____

## RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

## CUSTOM ITEMS

	PRICE	QTY	TOTAL
■ _____	\$ _____	_____	\$ _____
■ _____	\$ _____	_____	\$ _____
■ _____	\$ _____	_____	\$ _____
■ _____	\$ _____	_____	\$ _____
■ _____	\$ _____	_____	\$ _____

## SPECIAL REQUESTS

Please add any items not listed above that you require.

**Aaron Heepke**

**Sales Manager - PSAV®**

America's Center Convention Complex  
701 Convention Plaza, St. Louis, MO 63101

■ office: 314.342.5074   ■ email: [aheepke@psav.com](mailto:aheepke@psav.com)



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## BOOTH DIAGRAM

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

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. _____									Adjacent Booth No. _____

Adjacent Booth No. \_\_\_\_\_

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