

# 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 DARE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICK UP DATE	PICK UP 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. 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** – Audio technicians and lighting technicians work on 4 hour minimums. Projection/video technicians work on 5 hour set minimums and 3 hour strike minimums. Labor rate for set & strike is \$73/hour while operator labor is \$83/hour up to 8 hours worked. After 8 hours worked is overtime at a rate of time and one half. Double time is between the hours of Midnight and 7 am.

**Form Submission** – Email completed form to [aheepke@psav.com](mailto:aheepke@psav.com)

MONITORS	PRICE	QTY.	TOTAL
■ 22" Multi Sync Monitor	\$ _____	_____	\$ _____
■ 32" LCD monitor <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Wallmount	\$ _____	_____	\$ _____
■ 46" LCD monitor <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Wallmount	\$ _____	_____	\$ _____
■ 55" LCD monitor <input type="checkbox"/> Dual-Post Stand <input type="checkbox"/> Table Stand <input type="checkbox"/> Wallmount	\$ _____	_____	\$ _____
■ 70" LCD monitor	Please contact PSAV for quote		
■ LCD touchscreen monitor	Please contact PSAV for quote		

AUDIO EQUIPMENT	PRICE	QTY.	TOTAL
■ CD Player	\$ _____	_____	\$ _____
■ Wired microphone	\$ _____	_____	\$ _____
■ 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	\$ _____	_____	\$ _____

LIGHTING	PRICE	QTY.	TOTAL
■ Up-light	\$ _____	_____	\$ _____
■ Par light	\$ _____	_____	\$ _____
■ Leko 19-36 degree	\$ _____	_____	\$ _____

ACCESSORIES	PRICE	QTY.	TOTAL
■ DVD Player	\$ _____	_____	\$ _____
■ Laptop	\$ _____	_____	\$ _____
■ Black-and-white printer	\$ _____	_____	\$ _____
■ USB Media Player	\$ _____	_____	\$ _____

PROJECTION	PRICE	QTY.	TOTAL
■ LCD projector	\$ _____	_____	\$ _____
■ 42"-54" Rolling cart	\$ _____	_____	\$ _____
■ Tripod screen <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$ _____	_____	\$ _____

**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.

TOTAL COSTS	PRICE
EQUIPMENT SUBTOTAL	
SALES TAX (9.679% MO State tax - Excluding labor)	
LABOR TOTAL	
<b>TOTAL DUE</b>	

**Aaron Heepke**  
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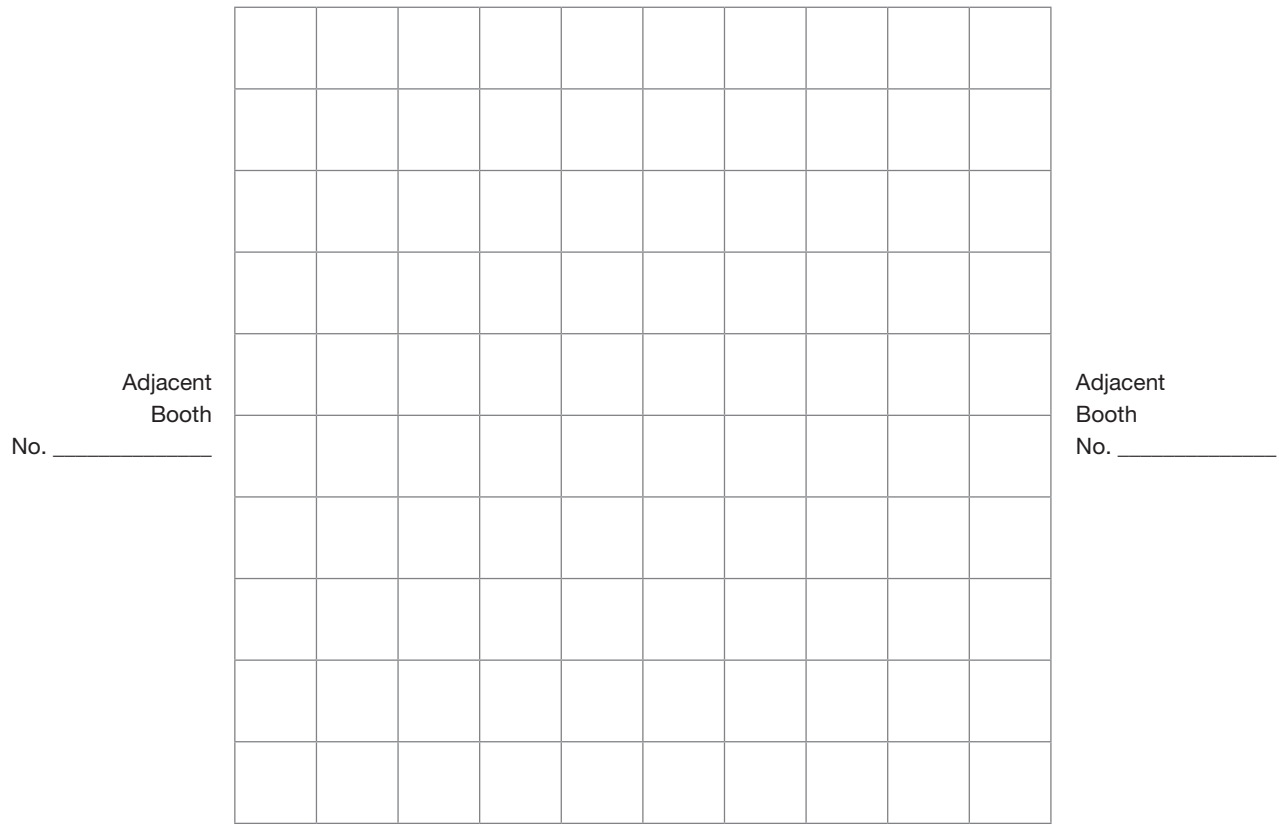


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## BOOTH DIAGRAM

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

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



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

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