

# AUDIOVISUAL EXHIBITOR SERVICES



Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE: <b>Southwestern Association of Clinical Microbiology</b>	Set-up <b>9-5-2018 1PM</b> START DATE: <b>9-6-2018</b>	END DATE: <b>9-7-2018</b>	TOTAL SHOW DAYS: <b>2</b>
COMPANY NAME:	START TIME: <b>11:30 AM</b>	END TIME: <b>1:30PM</b>	ROOM/BOOTH #:
BILLING ADDRESS:	CITY & STATE:		BILLING ZIP CODE:
TELEPHONE #:	ON SITE CONTACT:		CONTACT #:
ORDERED BY: (PLEASE PRINT)	EMAIL ADDRESS: (PLEASE PRINT)		
<b>PSAV WILL CONTACT YOU DIRECTLY FOR CREDIT CARD PAYMENT INFORMATION</b>			
<b>To guarantee equipment advanced rate and availability, this order should reach us (14) days prior to delivery.</b>		<b>Cancellations</b> – 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.	

EQUIPMENT	ADVANCE RATE PER DAY	ON-SITE RATE PER DAY	QTY	# OF DAYS NEEDED	TOTAL AMOUNT = RATE PER DAY X QTY X # OF DAYS
Tripod Screen (up to 8')	\$ 90.00	\$ 112.50			
Laptop Computer	\$ 230.00	\$ 287.50			
LCD Projector (up to 4,000 lumens)	\$ 455.00	\$ 568.75			
4-Channel Mixer	\$ 74.00	\$ 92.50			
Wired Microphone	\$ 68.00	\$ 85.00			
Wireless Microphone Unit	\$ 200.00	\$ 250.00			
Flipchart	\$65.00	\$81.25			
Sound System: (2) speakers (2) stands (1) mixer (1) wired microphone	\$ 436.00	\$ 545.00			
B&W Laser Printer (includes 1 ream)	\$ 205.00	\$ 256.25			
Color Laser Printer (includes 1 ream)	\$ 420.00	\$ 525.00			
24" Monitor	\$ 225.00	\$ 281.25			
46" Monitor	\$ 480.00	\$ 600.00			
70" Monitor	\$ 1,025.00	\$ 1,281.25			
Small Computer Speakers	\$45.00	\$56.25			
BLU-RAY / DVD Player	\$ 125.00	\$ 156.25			

STANDARD ELECTRICITY 110/120 VOLT SERVICE	ADVANCE RATE PER DAY	ON-SITE RATE PER DAY	QTY	# OF DAYS NEEDED	TOTAL AMOUNT = RATE PER DAY X QTY X # OF DAYS
Standard Power for exhibitor- includes extension cord and power strip	\$67.00	\$83.75			
Dedicated 20 amp circuit from Doghouse Distribution Box	\$85.00	\$105.00			
208 VOLT ELECTRICAL SERVICE					
Single Phase 60 amp L-2130 Connection (limited Availability)	\$250	\$312.50			
HIGH SPEED INTERNET CONNECTION SPEEDS UP TO 40 Mbps UPSTREAM AND DOWNSTREAM AVAILABLE					
Wired Initial Connection	\$105.00	\$150.00			
Additional Wired connection	\$27.00	\$50.00			
Wireless Initial Connection	\$25.00	\$50.00			
Additional Wireless connections	\$15.00	\$25.00			

### RENTAL TOTALS

**PAYMENT IS DUE WHEN ORDER IS PLACED**

SUBTOTAL-EQUIPMENT, ELECTRICAL, & INTERNET	1	\$
SET UP/TEAR DOWN, CONNECT/DISCONNECT FEE (23% OF LINE 1 / \$ 30 MINIMUM)	2	\$
SUBTOTAL OF LINES 1 & 2	3	\$
SALES TAX (8.25%) OF LINE 3	4	\$
<b>TOTAL DUE</b>	<b>5</b>	<b>\$</b>

### DELIVERY FEE —

Additional fee may apply to on-site orders.

Office use only

Navigator order id: \_\_\_\_\_

Entered by: \_\_\_\_\_

Date entered: \_\_\_\_\_

### ORDERING INSTRUCTIONS

**EQUIPMENT & ELECTRICAL**— The total charge per item is determined by multiplying the per day rate by the quantity by the number of days needed.

**INTERNET** — The total charge for internet services is determined by multiplying the per day rate by the quantity by the number of days needed.

#### Rental Totals Lines

**Subtotal — Line (1)** This is the subtotal of equipment, electrical, and internet lines above.

**Set up/tear down, connect/disconnect fee — Line (2)** This is 23% of the subtotal line (1). This applies to equipment, electrical, and internet charges.

**Subtotal of Lines 1 & 2—Line (3)**

**Sales Tax — Line (4)** This is 8.25% of the subtotal line (3). This applies to equipment, electrical, internet charges, and Set up/tear down fees.

**TAX EXEMPT STATUS** — If you are exempt from State of Texas sales tax, please request PSAV tax exempt form from [tmarshall@psav.com](mailto:tmarshall@psav.com)

**TOTAL Due—Line (5)** This is the total of lines 3 and 4.

Please call or e-mail with any questions.

**To guarantee advanced rate and equipment availability, this order should reach us (14) days prior to delivery.**

### RETURN FOR PROCESSING

Wyndham San Antonio Riverwalk

111 East Pecan Street | San Antonio, TX 78205

210-362-6425 (office) | 855-792-1431 (fax)

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