



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:	
EMAIL ADDRESS:	PICKUP DATE:	PICKUP TIME:	

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 717.534.8631
Send completed forms to bhess@psav.com or fax 866.650.6772

ALL PRICING IS PER DAY.		Please call for items not listed on form.			On or Before 10 days prior	After 10 days prior	Total	
LCD MONITORS		Please select source			Qty	Days	Advanced Discount Rate	Standard Rate
21" LCD Monitor	<input type="checkbox"/> HDMI	<input type="checkbox"/> VGA	<input type="checkbox"/> DVI				\$ 170.00	\$ 204.00
32" LCD Monitor	<input type="checkbox"/> HDMI	<input type="checkbox"/> VGA	<input type="checkbox"/> DVI				\$ 235.00	\$ 282.00
55" LCD Monitor	<input type="checkbox"/> HDMI	<input type="checkbox"/> VGA	<input type="checkbox"/> DVI				\$ 600.00	\$ 720.00
Larger Monitors are available upon request							Please contact PSAV for quote	

MISCELLANEOUS	Qty	Days	Advanced Discount Rate	Standard Rate
Monitor Floor Stand			\$ 60.00	\$ 72.00
PC Laptop			\$ 200.00	\$ 240.00
Mac Laptop			\$ 250.00	\$ 300.00
Blu Ray Player			\$ 115.00	\$ 138.00
DVD Player			\$ 75.00	\$ 90.00

Additional Equipment - Please call Bryan Hess at 717.534.8631 for specialty equipment and services not listed.

Terms & Conditions

Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.		Equipment Rental Subtotal	
An authorized representative must sign for all equipment.		Delivery & Pickup Labor (\$90 Min)	
Delivery & Pickup labor charges include, delivery, setup, on-site service and pickup. (\$90 minimum charge)			
Sales taxes are estimated and are due on all equipment and labor where applicable.			
IMPORTANT: PSAV Cancellation Policy - All cancellations must be submitted in writing.			
Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.			
Tax Exempt Status	If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held.	PA Sales Tax (6%)	
		Grand Total	

Send completed forms to bhess@psav.com or fax 866.650.6772
If mailing form, send to PSAV | Hershey Lodge | 325 University Drive | Hershey, PA 17033



Rev 6/2/2017

PSAV reserves the right to modify this form at any time