



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 405.228.8000, Ext 3270. Email completed form to tsnyder@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A % MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE
LCD Projector		\$ 590
INTERNET ACCESS	QTY	PRICE
Wired Internet Connection		\$ 175
Wireless Internet Connection		\$ 125
Dedicated Bandwidth	Please contact PSAV for quote	
CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$
		\$
		\$

MONITORS	QTY	PRICE
22" Multi Sync (Wallmount; Single Pole Stand)		\$ 115
46" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 375
55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 450
70" Monitor (Dual Post Stand, Table Stand, Speakers)	Please contact PSAV for quote	
ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 75
POWER	QTY	PRICE
120V - 10 AMP		\$ 60
25' AC Cable		\$ 25
Power Strip		\$ 15

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 Renaissance Oklahoma City Convention Center Hotel
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: 10 N Broadway Ave., Oklahoma City, OK 73102

SPECIAL REQUESTS Please add any items not listed above that you require.

