



PSAV

Technology Meets Inspiration



AUDIOVISUAL EXHIBITOR SERVICES

We will use this authorization to charge your credit card account for this advance order and any additional amounts as a result of all show site changes placed by your representatives.

NAME OF CONFERENCE:		START DATE:	END DATE:	TOTAL SHOW DAYS:
COMPANY NAME:		START TIME:	END TIME:	ROOM/BOOTH #:
BILLING ADDRESS:		CITY & STATE:		BILLING ZIP CODE:
TELEPHONE #:		ON SITE CONTACT:		CONTACT #:
ORDERED BY: (PLEASE PRINT)		CARDHOLDER'S NAME: (PLEASE PRINT)		
<input type="checkbox"/> AMEX	<input type="checkbox"/> MCARD	EXP. DATE:	CARDHOLDER'S SIGNATURE:	
<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK			
CREDIT CARD #: _____ - _____ - _____ - _____		XXXX (please call with last 4 digits)	EMAIL ADDRESS: (PLEASE PRINT)	

Make checks payable to PSAV Presentation Services.

All payments must be made either by credit card or by check prior to the start of the event. If paying by check please provide a credit card for guarantee of payment.

EQUIPMENT	ADVANCE RATE PER DAY	ON-SITE RATE PER DAY	QTY	# OF DAYS NEEDED	TOTAL AMOUNT = RATE PER DAY X QTY X # OF DAYS
Sound System: (2) speakers (2) stands (1) mixer (1) wired microphone	\$415.00	\$518.75			
Computer Audio Package: (1) speaker (1) stand (1) mixer (1) di box	\$275.00	\$343.75			
Wired Microphone	\$ 65.00	\$ 81.25			
Wireless Microphone Unit (handheld or lavalier)	\$ 195.00	\$ 237.50			
4-Channel Mixer	\$ 70.00	\$ 87.50			
Powered Speaker on Stand	\$ 140.00	\$ 175.00			
B&W Laser Printer (includes 1 ream)	\$ 375.00	\$ 468.75			
Color Laser Printer (includes 1 ream)	\$ 750.00	\$ 937.50			
32" Monitor	\$250.00	\$312.50			
46" Monitor	\$ 535.00	\$ 667.75			
55" Monitor	\$ 695.00	\$ 868.75			
Floor Stand for Monitor	\$ 50.00	\$ 62.50			
BLU-RAY DVD Player	\$ 135.00	\$ 168.75			
Flipchart with Markers	\$70.00	\$87.50			

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. This amount is needed for line (1)

INTERNET — The total charge for internet services is determined by multiplying the per day rate by the quantity by the number of days needed. This amount is needed for line (2)

Set up/tear down, connect/disconnect fees apply to equipment and internet needs.

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.

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

Operator labor, if requested, is subject to the prevailing hourly rate with a (4) hour minimum.

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.

POWER					
20 AMP DROP	\$145.00	\$168.75			
Power Strip 6-Way	\$20.00	\$25.00			
25' Extension Cord	\$20.00	\$25.00			
50' Extension Cord	\$35.00	\$43.75			

HIGH SPEED INTERNET					
Wired Connection (per line; No HUB; one time charge then \$30/day)	\$230.00	\$280.00			
Additional days Wired connection	\$30.00	\$37.50			
Wireless connections (per device)	\$30.00	\$37.50			

RENTAL TOTALS	
PAYMENT IS DUE WHEN ORDER IS PLACED	
EQUIPMENT & ELECTRICAL TOTALS	1 \$
INTERNET TOTALS	2 \$
SET UP/TEAR DOWN, CONNECT/DISCONNECT (25% OF LINE 1 & 2)	3 \$
SALES TAX (8.25%)	4 \$
TOTAL DUE	5 \$

DELIVERY FEE —

Additional fee may apply to on-site orders.

Office use only

Helios order id: _____

Entered by: _____

Date entered: _____

RETURN FOR PROCESSING

The Westin Galleria & Westin Oaks
 5060 West Alabama St | Houston, TX 77056
 713-770-6300 (office) | 713-960-6544 (fax)
 Christie Plemons Blalock |
 cplemons@psav.com

THE WESTIN GALLERIA & WESTIN OAKS
 HOUSTON



flawless performance. dramatic results.