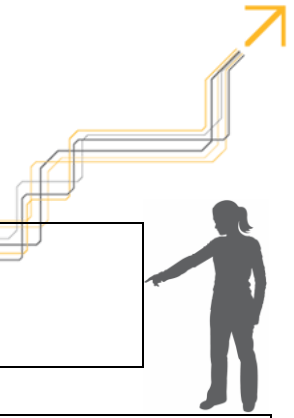




# Exhibitor Order Form



## Tell us a little about the event...

Event Name: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_  
 Event Location: \_\_\_\_\_

## Tell us a little about yourself...

Your Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## Just a little more information...

On-Site Contact: \_\_\_\_\_ On-Site Cell Phone: \_\_\_\_\_  
 Room: \_\_\_\_\_ Booth#: \_\_\_\_\_ Delivery Date/Time: \_\_\_\_\_ @ \_\_\_\_\_  
 Pick Up Date/Time: \_\_\_\_\_ @ \_\_\_\_\_

## What do you need?

Item	Rate	Qty	#	Days
<b>Total</b>				
Laptop	\$240.00	x _____	x _____	= _____
24" Multi Sync Monitor	\$175.00	x _____	x _____	= _____
32" Monitor	\$260.00	x _____	x _____	= _____
46" Monitor	\$500.00	x _____	x _____	= _____
55" Monitor	\$730.00	x _____	x _____	= _____
Plasma Floor Stand for 32", 42" & 46" monitors	\$70.00	x _____	x _____	= _____
12" Speaker	\$110.00	x _____	x _____	= _____
Wireless Internet	Please Contact PSAV for pricing			
Electrical Service	Please Contact PSAV for pricing			

## What you need to know...

Please note that physical mounting of equipment to exhibit booths is prohibited.

Set up days are considered the 1<sup>st</sup> day of the rental period.

**TAX EXEMPTION:** Florida state law mandates that you must provide a valid, non-expired tax exemption certificate for the State of Florida BEFORE any sales taxes are exempted.

**CANCELLATIONS:** 7 day notice must be given to avoid a 50% charge of order total. Any cancellations within 72 hours of delivery will be billed at full price. Cancellations due to weather will be billed at full price.

**LABOR:** Technician labor, if required, is subject to the prevailing hourly rate with a 5 hour minimum. PSAV reserves the right to determine if labor is required. Please call our office for current prevailing rates.

On-site additions are subject to additional labor and/or delivery charges.

Based on your request, a detail proposal will be send to you for approval.

Payment is due when order is placed. PSAV policies with regards to consumer protection will not allow us to receive your payment information over email and/ or any other form of transmission, for your protection payment will be collected via phone conversation once you receive the proposal and want to finalize agreement.

**NO ORDER WILL BE CONFIRMED WITHOUT COMPLETE PAYMENT INFORMATION.**

For payment, please call our office at 954.245.3065

Email completed for to [rlutz@psav.com](mailto:rlutz@psav.com), [cozerol@psav.com](mailto:cozerol@psav.com) or [slaiken@psav.com](mailto:slaiken@psav.com)

**SENDIN THIS FORM DOES NOT CONSTITUTE CONFIRMATION OF AN ORDER.** PSAV responds to all requests within 72 hours with the order's status (confirmed or not confirmed). If you do not hear back from PSAV within 72 hours, **RE-SEND THE ENTIRE REQUEST** or call our office

SIGNATURE as acceptance of this Form in its entirety \_\_\_\_\_