



EXHIBITOR ORDER FORM

Rev 2/5/2020 - SD

Convention /
Program Name: _____

Set up Date: _____ Set up Time: _____

End Date: _____ End Time: _____ Booth #: _____

Hilton Austin 500 East 4th Street Austin, TX 78701 PSAV Office: (512) 320-0560 HiltonAustinExhibits@psav.com	
COMPANY INFORMATION	
EXHIBITOR COMPANY NAME	
ON-SITE CONTACT NAME	
E-MAIL ADDRESS	
ADDRESS	
CITY, STATE, ZIP	
() --	
TELEPHONE NUMBER	
() --	
FAX NUMBER (IF AVAILABLE)	
PAYMENT TERMS & CONDITIONS	
*On-site requests may take up to 5 hours to fulfill, based on availability.	
Full payment, including sales tax, is due in advance. Purchase orders are not accepted.	
For liability reasons, a representative must be in your booth to sign for delivery of equipment.	
The equipment requested in this order is being rented for the specified period of time only. Fees will apply as daily rates for each day of usage.	
Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV.	
All equipment must be returned to PSAV in the same condition as it was in at the time of delivery, normal wear and tear excluded.	
Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control.	

<u>Computer Display Equipment</u>	Pre-Event (Per Day)	On-Site (Per Day)	Qty	Days	TOTAL
<input type="checkbox"/> 24" LCD Monitor - Includes Power *	\$410.00	\$455.00	X		=
<input type="checkbox"/> 32" LCD Monitor w/ Table Stand - Incl. Power*	\$460.00	\$505.00	X		=
<input type="checkbox"/> 46" LCD Monitor w/ Floor Stand - Incl. Power *	\$800.00	\$845.00	X		=
<input type="checkbox"/> 55" LCD Monitor w/ Floor Stand - Incl. Power*	\$1,000.00	\$1,045.00	X		=
<input type="checkbox"/> PC Laptop Computer with Microsoft Office	\$250.00	\$320.00	X		=

<u>Additional Equipment</u>	Pre-Event (Per Day)	On-Site (Per Day)	Qty	Days	TOTAL
<input type="checkbox"/> LCD Projector 2600-4000 Lumens (w/ tripod pkg)	\$760.00	\$988.00	X		=
<input type="checkbox"/> LCD Projector 2600-4000 Lumens (no screen pkg)	\$480.00	\$624.00	X		=
<input type="checkbox"/> LED Uplight (Price Per Light)	\$95.00	\$123.00	X		=
<input type="checkbox"/> Small PA with speaker, mixer and wired mic	\$412.00	\$536.00	X		=
<input type="checkbox"/> Post-It® Flip Chart Pkg (w/ markers, 1 pad & easel)	\$96.00	\$125.00	X		=
<input type="checkbox"/> Laptop Speakers	\$85.00	\$111.00	X		=

<u>Power Services</u>	Pre-Event (Per Day)	On-Site (Per Day)	Qty	Days	TOTAL
<input type="checkbox"/> 5 amp/120v Outlet (includes powerstrip & ext. cable)	\$189.00	\$234.00	X		=
<input type="checkbox"/> 10 amp/120v Outlet (includes powerstrip & ext. cable)	\$249.00	\$324.00	X		=
<input type="checkbox"/> 20 amp/120v Outlet (includes powerstrip & ext. cable)	\$304.00	\$409.00	X		=

<u>Superior Internet Services</u>	Pre-Event (Per Day)	On-Site (Per Day)	Qty	Days	TOTAL
<input type="checkbox"/> Single Wireless Connection	\$30.00	\$30.00	X		=
<input type="checkbox"/> Single Wired Connection	\$190.00	\$190.00	X		=

For rigging requests, please visit: <http://www.psav.com/RiggingForm/>.
A representative will reach out to you with pricing upon completion of the form.

For specialty equipment not listed, including special lighting, additional power, or internet services, please call 512-320-0560 for quote.

**On-Site Rates apply to any form received less than 15 days from the start of the event.
 Orders that have been received prior to set up day that do not have a credit card on file will be cancelled 24 hours prior to the start of the event.**

PAYMENT INFORMATION
Acceptance Signature:
Printed Name:
For your security and to adhere to PCI Security Standards, PSAV will contact you directly within 72 hours of submission to provide order confirmation and finalize payment arrangements with a Credit Card.
Name of Onsite Contact(s) Authorized to Make Changes/Additions:
On Site Contact Mobile Number:
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TOTAL COST	
Equipment Subtotal	\$ _____
Mandatory 23% Event Technology Support Fee (Labor)	\$ _____
8.25% Sales Tax	\$ _____
TOTAL	\$ _____
An itemized total with equipment, event technology support (labor) and tax will be sent via email prior to the conclusion of the event.	
PSAV Hilton Austin	