



**Hyatt Regency Austin**

208 Barton Springs Rd.  
Austin, TX 78704  
Phone: 512-480-2083  
Fax: 512-480-2053

# EXHIBITOR SERVICES ORDER FORM

**Exhibit Booth Info**

Please complete the requested information below

Program: \_\_\_\_\_

Start Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Booth # \_\_\_\_\_

End Date: \_\_\_\_\_

End Time: \_\_\_\_\_

**COMPANY INFORMATION**

EXHIBITOR COMPANY NAME

ON-SITE CONTACT NAME

E-mail Address

Billing Address

City, State, Zip

Telephone Number  
( )

Fax Number  
( )

**Payment Terms & Conditions**

Full payment, including sales tax, is due **7 Days** in advance.  
**Purchase orders not accepted.**

Cancellations less than 72 hours prior to exhibit load-in will be charged a one-day rate.

Forms received less than (10) days in advance will be charged the "Standard" rate.

The equipment being requested in this order is being rented for the specified period of time only.

Any equipment rented is for use in exhibit booth only. Equipment may not be removed without the written permission of PSAV

All equipment must be returned to PSAV in the same conditions as it was in the time of delivery. Normal wear & tear excluded.

Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control.

**Electrical services are not included in equipment pricing**

<u>Audio Visual Equipment</u> (All Rates Are Daily)	Advance	Standard	Qty	DAYS	TOTAL
B & W Laser Jet Printer	\$170.00	\$225.00	X	=	
Color Laser Jet Printer	\$355.00	\$400.00	X	=	
Fax Machine	\$175.00	\$200.00	X	=	
Tripod Screen (w/Skirt)	\$95.00	\$105.00	X	=	
20" LCD Monitor	\$125.00	\$200.00	X	=	
32" LCD /TV Monitor w/ Stand	\$235.00	\$320.00	X	=	
42" Plasma w/ Stand	\$360.00	\$420.00	X	=	
			X	=	
Electrical (Ext Cord & Power Strip)	\$50.00	\$75.00	X	=	
PolyCom w Phone Line	\$200.00	\$250.00	X	=	
LCD Projector (3300 Lumens)	\$350.00	\$425.00	X	=	
DVD Player	\$80.00	\$100.00	X	=	
Flip Chart w/ Pad and Markers	\$75.00	\$95.00	X	=	
3'x5' Cork Board	\$85.00	\$100.00	X	=	
3'x4' White Board w/Markers & Eraser	\$85.00	\$100.00	X	=	
Laptop Computer	\$225.00	\$250.00	X	=	
Powered Speaker w/ Stand	\$150.00	\$175.00	X	=	
Audio Mixer 4 inputs	\$65.00	\$75.00	X	=	
Audio Mixer 8 inputs	\$135.00	\$175.00	X	=	
Wired Micphone	\$80.00	\$85.00	X	=	
Wireless Microphone	\$170.00	\$195.00	X	=	
CD Player	\$70.00	\$90.00	X	=	

\*\*\*For equipment not listed, or special assistance, please call 512-480-2083\*\*\*

**Orders received less than 10 days before exhibit set-up will be charged Standard rates**

**FAX 512-480-2053**

**Payment** Please complete the requested information below:  
Make check Payable to: **PSAV**

Billing Zip \_\_\_\_\_  
Code \_\_\_\_\_ CVN \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Account No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_

Authorized Signature \_\_\_\_\_  
X

Telephone Number \_\_\_\_\_  
( )

Email Address to Send Receipt: \_\_\_\_\_

**TOTAL COST**

Subtotal \$ \_\_\_\_\_

Event Technology Support \$ \_\_\_\_\_  
(22% of Subtotal)

8.25% Sales Tax \$ \_\_\_\_\_

\_\_\_\_\_

**GRAND TOTAL \$ \_\_\_\_\_**