



EXHIBITOR POWER AND AV REQUEST FORM

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 216.672.0001. Email completed form to PSAV2080Exhibits@psav.com

VIDEO / DATA DISPLAY	QTY	ADVANCE RATE / DAY	FLOOR RATE / DAY
Blu-Ray Player		\$ 55	\$ 80
ACCESSORIES	QTY	ADVANCE RATE / DAY	FLOOR RATE / DAY
Poster Easel		\$ 15	\$ 20
MONITORS	QTY	ADVANCE RATE / DAY	FLOOR RATE / DAY
55" Monitor on Stand		\$ 600	\$ 640
70" Monitor on Stand		\$ 840	\$ 880
INTERNET ACCESS	QTY	ADVANCE RATE / DAY	FLOOR RATE / DAY
Basic Connection		\$ 25	\$ 45
Hardwire		\$ 150	\$ 200
Dedicated Bandwidth—1Mb/s		\$ 505	\$ 575
POWER	QTY	ADVANCE RATE / DAY	FLOOR RATE / DAY
Non-Dedicated 120V—20 Amp Service		\$ 55	\$ 80
Dedicated 120V—20 Amp Service		\$ 80	\$ 105
120V Three Phase—100 Amp Service		\$ 620	\$ 770

- All prices are subject to a 24% event technology support charge and 8% sales tax
- All rentals are for usage per day unless otherwise indicated
- All orders not received 14 days before show opening will be considered floor rate
- Orders will be posted to credit cards 72 hours prior to first date of event and all orders cancelled within 48 hours of first date of event will be posted at full rental price
- Please send completed request form via e-mail to PSAV2080Exhibits@psav.com
- Once we receive this form we will reach out to you for payment information
- **Please do not put any Credit Card information on this form**

For any questions please call 216.672.0001

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 Hilton Cleveland Downtown
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: 100 Lakeside Avenue East, Cleveland, OH 44114

