

EXHIBITOR ORDER FORM



Video Equipment	SHOW RATE (includes labor)			
	Qty	Advanced*	**	Total
DVD / Blu-Ray Player		\$182.50	\$237.25	
32" Flat Panel Video & Computer Monitor***		\$425.00	\$526.50	
46" Flat Panel Video & Computer Monitor***		\$675.00	\$851.50	
55" - 60" Flat Panel Video & Computer Monitor***		CALL	CALL	
Floor Stand for 32" or Larger Monitor		\$125.00	\$162.50	
Floor Stand for 32" or Larger Monitor WITH SHELF		\$175.00	\$227.50	
***PLEASE SPECIFY IF STAND IS NEEDED***				
***PSAV does not supply wall mounts or labor for mounting monitors to your hard sets***				

### Customer Information

Show/Convention Name: \_\_\_\_\_

Show/Convention Dates: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ordered By: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

email: \_\_\_\_\_

Computers and Accessories	SHOW RATE (includes labor)			
	Qty	Advanced*	**	Total
Laptop Computer with CD drive		\$282.50	\$367.25	
<i>Please Note Specific Software/Hardware Needs:</i>				
Basic Black & White LaserJet Printer		\$282.50	\$367.25	
19" Flat Panel Computer Monitor		\$220.00	\$279.50	

### Delivery Information

On-Site Contact: \_\_\_\_\_

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

Internet	SHOW RATE (includes labor)			
	Qty	Advanced*	**	Total
Basic Wireless Internet per Device		\$90.00	\$150.00	
Basic Wired Internet		\$600.00	\$800.00	
Additional Wired Internet per Device		\$75.00	\$125.00	
<i>Basic connections are 1Mbps. For special HSIA / Bandwidth needs, please call 504-592-8002 for availability and pricing.</i>				

### Ordering Instructions

- ⇒ To guarantee availability, orders should be faxed to 504-592-8020 no less than 10 days prior to show start date.
- ⇒ All orders and order totals will be confirmed with a detailed quote, which will be emailed to the email address given above within 2 weeks prior to the show start date.
- ⇒ All orders must include payment information to be processed. Credit card payment is preferred method. If paying by check, please make payable to Sheraton New Orleans and submit no less than 7 days prior to setup, and please confirm order total with PSAV representative prior to submitting check.
- ⇒ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, please submit exemption certificate for approval.
- ⇒ OPERATOR LABOR - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum
- ⇒ CANCELLATIONS - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

Power	SHOW RATE (includes labor)			
	Qty	Advanced*	**	Total
20 AMP / 2000 Watts (included in the exhibitor package)		COMP	COMP	
<i>Any additional power must be ordered directly through PSAV</i>				
		**	**	
Additional Power Strip		\$15.00	\$20.00	
25' extension cord		\$15.00	\$20.00	
<i>Additional labor may apply to under carpet or complex booth sets.</i>				

Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED	
SUBTOTAL		*PSAV will calculate this section	
SERVICE CHARGE (24% of Order Total)			
SUBTOTAL			
SALES TAX (11% of line Subtotal)			
TOTAL DUE			
<b>*Advanced pricing if received by PSAV 10 days or more prior to installation.</b>			
<b>**Pricing if received by PSAV less than 10 days prior to installation.</b>			

### Method of Payment

Name on Card: \_\_\_\_\_

Type of Card: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ AMEX \_\_\_ Discover

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Card ZIP Code: \_\_\_\_\_

### Return for Processing

**PSAV Sheraton New Orleans**  
 500 Canal Street  
 New Orleans, LA 70130  
 Phone: 504-592-8002 Fax: 504-592-8020  
 Brett Weller - bweller@psav.com