



# Exhibitor AV & Power Order Form



Phone 504 613-1871

Please FAX your order to: 504 613-1899

**SHOW NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CLIENT NAME:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ON-SITE CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**SHOW DATES:** \_\_\_\_\_

**CITY / STATE / ZIP:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

### PAYMENT INFORMATION

**NAME on Credit Card:** \_\_\_\_\_

**Type of card:** \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_ AE \_\_\_\_\_ Discover

**Account Number:** \_\_\_\_\_

**Expiration:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

### Cancellation Policy

Orders canceled less than 48 hours prior to, during or after delivery will be subject to a minimum (1) day charge.

VIDEO AND COMPUTER DISPLAY (prices below are per day)			COMPUTERS & PRINTERS (prices below are per day)		
EQUIPMENT	COST	HOW MANY?	EQUIPMENT	COST	
20" LCD Video & Computer Monitor	\$225.00		Basic Black & White Laser Printer	\$100.00	
32" LCD Video & Computer Monitor	\$275.00		Laptop Computer	\$250.00	
40" LCD Video & Computer Monitor	\$425.00		Desktop PC w/ 19" Monitor	\$250.00	
46" LCD Video & Computer Monitor	\$550.00		Desktop MAC w/ 21" Monitor	\$325.00	
50" LCD Video & Computer Monitor	\$600.00		<b>AUDIO EQUIPMENT (prices below are per day)</b>		
60" Plasma Monitor	\$875.00		EQUIPMENT	COST	
Floor Stand for 32" and Larger Monitor	\$75.00		CD Player	\$80.00	
DVD Player or Blu-Ray Player	\$85.00		2 Speaker Sound System w/ Mixer	\$470.00	
Projector Stand	\$35.00		Wired Mic - Lavalier or Hand Held (circle one)	\$60.00	
Projection Tripod Screen	\$75.00		Wireless Mic - Lavalier or Hand Held (circle one)	\$175.00	
Small speaker for computer monitors	\$25.00		<b>Ordering Instructions:</b> To guarantee availability, orders should be faxed to 504-613-1899 two weeks prior to delivery.  <b>Tax Exemption:</b> Unless a sales tax exemption certificate from the <b>State of Louisiana</b> is received, state and local sales taxes will apply.		
ITEM NOT LISTED (Call 504-613-1871 for info)					
STANDARD BOOTH ELECTRICAL OPTIONS (prices below are daily rate)					
<b>Basic Exhibit Booth</b>		<b>COST</b>			
A. 20 AMP 110V 1-Phase		\$125.00			
<b>High Power Outlets</b>					
B. Additional 208 Volt		Call			
C. Additional 3-Phase Power		Call			

Location / Booth	Installation Date / Time	Disconnect Date / Time	Days

Orders unaccompanied with payment information will not be processed. No credit will be given for unused services which have already been installed. Customer agrees that PSAV and New Orleans Marriott shall not be liable for, and shall hold PSAV and New Orleans Marriott harmless from any damages caused by negligence of non-PSAV or New Orleans Marriott employees and/or from events outside of PSAV & the New Orleans Marriott control such as strikes, accidents, fires, force majeure, delays, etc. Customer agrees to submit any claims for damages to PSAV before end of rental period or customer waives any right to make a claim.

**LABOR, ADMIN FEE, SERVICE CHARGE, TAX APPLIES TO ALL ORDERS**

EQUIPMENT TOTAL	
ADMINISTRATION FEE 5% (on Equipment Only)	
ELECTRIC SET/STRIKE LABOR \$80/hr (2-Hr Min)	
AV SET/STRIKE LABOR \$65/hr (2-Hr Min)	
SERVICE CHARGE 24% (on Total)	
TAX 11% (on Total including S/C & Admin)	
<b>TOTAL</b>	

I authorize PSAV Presentation Services to charge my card:

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

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