

2018 Exhibitor Order Form

Conference Name:			
Company:			
Booth #:			
On-site Contact:			
Date Requested:		To	
Set Time		End Time	

General AV Equipment	Qty	Days	Charge/Day	Subtotal
Laptop Computer			\$ 335	
24" LCD Monitor (tabletop display)			\$ 340	
32" LCD Monitor (tabletop display)			\$ 360	
46" LCD Monitor (includes stand)			\$ 885	
50" LCD Monitor (includes stand)			\$ 1,140	
Touch Screen Monitor (includes stand)			Please inquire for pricing	
Custom Branded Charging Stations			Please inquire for pricing	
Internet Services				
Wireless Connection (1 log-in code)			\$ 250	
High Speed Wired Connection			\$ 540	
Each additional IP/PC			\$ 250	
Power Services				
20 amp Electrical Service			\$ 160	

Please note that a one-time labor charge of \$125 will be applied for set-up and tear down of the 46" and 55" monitors. Please also note that a minimum 2 - 3 week lead time is required for the Charging Stations and the Touch Screen Monitors

*Please provide a brief equipment list;

Contact Information	
Name (Print)	_____
Billing Address	_____
City, State, Zip	_____
Phone Number	_____
Email Address	_____
Signature	_____

Please return completed forms to:
 PSAV at Swissotel Chicago
 323 E Wacker Dr. Chicago, IL 60601
atoth@psav.com
cretter@psav.com
 Phone # 312.268.8090

Payment Information: Per the Payment Card Industry Data Security Standard (PCI DSS), PSAV cannot record or accept any credit card information via email or fax. Please call our office at 312.268.8090 to secure payment. Orders will not be considered final until payment is confirmed.

Charges are per day. Service charge of 24% and Local Sales Tax may apply. All cancellations within 48 hours are subject to 50% fee. All cancellations day of are subject to full amount of order including delivery and tax. Price valid for booth events only. On-site orders are subject to a 35% surcharge. Additional labor may also apply depending on the total amount of video monitors installed in the Exhibit Hall. Please inquire within for additional items and services not listed on the exhibitor order form.