

2019 EXHIBITOR ORDER FORM



Advanced Rate Ends 10 days prior to delivery date



Video Equipment DAILY RATE

	Qty	Advanced*	Standard**	Days	Total
DVD / Blu-Ray Player		\$176.00	\$229.00		
24" Flat Panel Video & Computer Monitor on Table stand		\$319.00	\$415.00		
32" Flat Panel Video & Computer Monitor on Table stand		\$351.00	\$457.00		
46" Flat Panel Video & Computer Monitor on Floor Stand		\$859.00	\$1,117.00		
55" Flat Panel Video & Computer Monitor on Floor Stand		\$1,132.00	\$1,472.00		
70" Flat Panel Video & Computer Monitor on Floor Stand		\$1,594.00	\$2,073.00		

Please let us know if you will need sound for your monitor as some monitors do not have speakers
 *** PSAV does not standardly supply wall mounts or labor for mounting monitors to your hard sets***

Customer Information

Delivery Date: (MM/DD/YY) 11/1/19
 Pickup Date: (MM/DD/YY) 11/4/19
 Show/Convention Name: New Orleans Investment Conference
 Booth/Company Name:
 Billing Company (if different from above):
 Billing Address:
 City/State/Zip:
 Ordered By:
 Phone:
 Fax:
 Email:

Computers and Accessories DAILY RATE

	Qty	Advanced*	Standard**	Days	Total
Laptop Computer with CD drive		\$325.00	\$400.00		
<i>Please Note Specific Software/Hardware Needs:</i>					
Mac Adapter		\$52.00	\$64.00		

Delivery Information

Booth #:
 On-Site Contact:
 Special Instructions:

Internet DAILY RATE

	Qty	Advanced*	Standard**	Days	Total
Basic Wireless Internet per Device		\$170.00	\$270.00		
Basic Wired Internet per Device		\$610.00	\$815.00		
Dedicated Bandwidth/Custom Networking		CALL	CALL		

Basic connections are 500Kbps and may be shared. For special HSPA / Bandwidth needs, please call for availability and pricing.

Ordering Instructions

- ⇒ This form serves as your quote. Orders are not confirmed unless a confirmation order number is received (via email or fax).
- ⇒ To guarantee availability, orders should be faxed or emailed no less than 10 days prior to 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 PSAV and submit no less than 14 days prior to setup. Please confirm order total with PSAV representative prior to submitting a check.
- ⇒ Please fill in all blue areas plus the item(s) you are requesting!
- ⇒ **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, please submit exemption certificate for corporate PSAV approval.
- ⇒ **Service charge will only be charged if it exceeds the \$90.00 labor fee therefore eliminating the labor fee.**
- ⇒ **OPERATOR LABOR** - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum.
- ⇒ **Call if you do not receive an email confirmation from PSAV!**
- ⇒ **CANCELLATIONS** - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

Electrical Equipment SHOW RATE

	Qty	Advanced*	Standard**	Days	Total
10 Amp Single Phase Power		\$185.00	\$260.00		
20 Amp Single Phase Power		\$240.00	\$345.00		
Power Strip		\$32.00	\$43.00		
25' extension cord		\$32.00	\$43.00		

Please call at least 10 days prior to show if larger power is needed.
 Additional labor may apply to under carpet or complex booth sets.
 1-10amp power drop will be provided by the group at each booth equivalent. Please order power above if more is needed.

Rental Totals PAYMENT IS DUE WHEN ORDER IS PLACED

SUBTOTAL	
LABOR FEE (\$90 minimum or 25.5% of total, whichever is higher)	
25.5% LABOR ON EQUIPMENT / POWER / SERVICES	
SUBTOTAL	
SALES TAX ON LABOR AND EQUIPMENT (11% of E45 AND E46 or E47)	
TOTAL DUE	

*Advanced pricing if received by PSAV 10 days or more prior to installation.

**Pricing if received by PSAV less than 10 days prior to installation.

Method of Payment

Name on Card: _____
 Type of Card: Visa MasterCard AMEX Discover
 *Card Number: _____ Expiration Date: _____
 Cardholder Signature: _____

* If you do not wish to send your credit card information via email or fax please, then complete all other information, send in, and then call office with credit card number to complete the process.

Return for Processing

4117exhibits@psav.com
 PSAV Hilton New Orleans Riverside Hotel
 2 Poydras Street
 New Orleans, LA 70130
 Office Phone: 504-592-8000 Fax: 504-592-8001