



2018 EXHIBIT EQUIPMENT PRE-ORDER FORM



Phone: (407) 597-5428

sales.bonnet.creek@psav.com

ALL ORDERS MUST BE RECEIVED 14 DAYS PRIOR TO INSTALLATION FOR ADVANCE RATES

= Editable Field

COMPUTER		Advance	Onsite	QTY	TOTAL	INFORMATION		
Laptop PC w/Windows/Office	\$ 250.00	\$ 270.00		\$ -	EVENT NAME			
Wireless Presentation Remote	\$ 66.00	\$ 70.00		\$ -				
Cable (HDMI/VGA/DISPLAY)	\$ 30.00	\$ 40.00		\$ -				
MONITORS				QTY	TOTAL	COMPANY		
24" Flat Panel Monitor on Table Stand	\$ 250.00	\$ 270.00		\$ -				
46" LCD Monitor w/ Stand	\$ 630.00	\$ 650.00		\$ -	ADDRESS			
55" LCD Monitor w/ Stand	\$ 840.00	\$ 860.00		\$ -				
				\$ -	CITY	STATE	ZIP	
A/V				QTY	TOTAL	PHONE #		FAX #
LED Uplighting package - 2 fixtures	\$ 190.00	\$ 210.00		\$ -				
Blu Ray Player	\$ 135.00	\$ 150.00		\$ -				
iPod/Laptop/MP3 audio connection	\$ 75.00	\$ 95.00		\$ -			MOBILE #	
Wired Hand Held Microphone & Stand	\$ 90.00	\$ 110.00		\$ -			EMAIL	
Wireless Microphone (Hand or Lav)	\$ 220.00	\$ 240.00		\$ -			REPRESENTATIVE'S NAME	
4 Channel Mixer	\$ 80.00	\$ 85.00		\$ -				
Powered Speaker on Stand	\$ 120.00	\$ 130.00		\$ -				
Flipchart w/Markers	\$ 95.00	\$ 115.00		\$ -				
Other:				\$ -	ROOM	BOOTH		
INTERNET				QTY	TOTAL			
WiFi Internet (per connection)	\$ 30.00	\$ 40.00		\$ -	START DATE:	TIME:		
Wired High Speed Internet (per PC)	\$ 200.00	\$ 225.00		\$ -	END DATE:	TIME:		
Custom Internet Configuration	contact for pricing				ADDITIONAL INSTRUCTIONS			
ELECTRICAL - 120 volt				QTY	TOTAL			
5 AMP Power Drop - one time fee	\$ 125.00	\$ 170.00		\$ -				
10 AMP Power Drop - one time fee	\$ 185.00	\$ 260.00		\$ -				
15 AMP Power Drop - one time fee	\$ 215.00	\$ 305.00		\$ -				
20 AMP Power Drop - one time fee	\$ 240.00	\$ 345.00		\$ -				
AC Extension Cord & Power Strip	\$ 42.00	\$ 47.00		\$ -				
***Additional Power Services	contact for pricing							
Labor for all equipment and services will be added to the total and a confirmation will be sent for final order approval.								
SUB TOTAL (power not included)					\$ -			
NUMBER DAYS NEEDED (Must enter to see Grand Total)								
EQUIPMENT SUB TOTAL (including power)					\$ -			
HOTEL SERVICE CHARGE 25%					\$ -			
SUB TOTAL					\$ -			
SALES TAX 6.5%					\$ -			
GRAND TOTAL (additional labor may be needed)					\$ -			
<p>*** ALL CHARGES ARE ON A PER DAY BASIS, unless otherwise noted*** Advance pricing applicable for order received 14 days prior to load in. ***Daily charge will apply on set up day if requested before 2pm*** 6.5% Sales Tax & 25% Service Charge is applied to all orders.</p> <p>Totals listed do not include set up and tear down labor. This will be added upon receipt of your order. Labor is charged as follows: Mon-Fri 8am to 5pm \$90/hr (\$110/hr for electrician) Mon-Fri 5pm to 12am, Saturdays 8am to Midnight \$135/hr (\$165/hr for electrician) Sundays, Holidays and Mon-Sat 12am - 8am \$180/hr (\$220 for electrician)</p> <p>Labor included for Power Drops placed behind standard inline/peninsula booths. Additional labor will be required for drops that need to be run to specific locations in a booth (1 hour min) or to an island booth (2 hour min). A booth diagram worksheet is available upon request.</p>					<p>PAYMENT BY CHECK</p> <p>PLEASE MAIL FORMS & CHECK (Check Payable to PSAV) PSAV @ Hilton Orlando Bonnet Creek 14100 Bonnet Creek Resort Lane Orlando, FL 32821</p> <p>Payment must be received 7 days prior to installation</p>			
					PAYMENT BY CREDIT CARD			
					CREDIT CARD NUMBER			
					A PSAV Representative will Call you for your CC information			
					BILLING ZIP CODE	EXP DATE		
					NAME ON CARD			
					SIGNATURE (Type name below as an Electronic Signature)			
					<p>All cancellations require 48 hour notice or full rental charges will apply. Credit or payment MUST be established before installation. All fees current as of January 2018</p>			