



AUDIOVISUAL EXHIBITOR SERVICES

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|---------------------|-----------------------|--|-------------------------|
| NAME OF CONFERENCE: | START DATE: | END DATE: | NO. EVENT DAYS: |
| COMPANY NAME: | ON-SITE CONTACT NAME: | | ROOM/EXHIBIT BOOTH NO.: |
| STREET ADDRESS: | CITY & STATE : | | ZIP CODE: |
| TELEPHONE NUMBER: | DELIVERY DATE | DELIVERY TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. | |
| EMAIL ADDRESS: | PICKUP DATE | PICKUP TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M. | |
| ORDERED BY: | | | |

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 212.867.8768. Email completed form to rooseveltny@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% LATE FEE IF ORDERED DAY OF.

| VIDEO/DATA DISPLAY | QTY | PRICE | MONITORS | QTY | PRICE |
|--|-----|--------|---|-------------------------------|---------|
| Laptop Computer (PC) | | \$ 330 | 24" LCD Monitor <input type="checkbox"/> VGA <input type="checkbox"/> HDMI | | \$ 345 |
| Flip Chart Package | | \$ 120 | 32" LCD Monitor <input type="checkbox"/> VGA <input type="checkbox"/> HDMI | | \$ 570 |
| 25' VGA or HDMI Cable | | \$ 55 | 46" LCD Monitor <input type="checkbox"/> VGA <input type="checkbox"/> HDMI | | \$ 755 |
| AUDIO EQUIPMENT | | | | | |
| Individual Small Powered Speaker (up to five people) | | \$ 160 | 55" LCD Monitor <input type="checkbox"/> VGA <input type="checkbox"/> HDMI | | \$ 1125 |
| ACCESSORIES | | | | | |
| Sign Easel | | \$ 25 | 70" Monitor (Dual-Post Stand, Table Stand, Speakers) | Please contact PSAV for quote | |
| CUSTOM ITEMS | | | | | |
| | | \$ | Floor Stand for LCD Monitors | | \$ 250 |
| | | \$ | INTERNET ACCESS | | |
| | | \$ | Wired Internet Exhibit Advance | | \$ 770 |
| | | \$ | Wired Internet Exhibit Onsite | | \$ 1025 |
| | | \$ | Basic WiFi Exhibit Advance | | \$ 210 |
| | | \$ | Basic WiFi Exhibit Onsite | | \$ 340 |
| | | \$ | Dedicated Bandwidth | Please contact PSAV for quote | |

A \$147/hour labor charge will be added to all orders with audio visual equipment for set and strike

SPECIAL REQUESTS Please add any items not listed above that you require.

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ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

TAX-EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Roosevelt Hotel
2. Hold for Arrival - Attn: CSM/CM Name, Vendor Name and Organization Name, and Event Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 45 E 45th Street, New York, NY 10017

