



AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

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.

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

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 – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

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

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: Crowne Plaza Times Square, 1605 Broadway, New York, NY 10019
2. Hold for Arrival - Attn: Guest’s Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: wcolon@psav.com

MONITORS	QTY.	
■ 22” Multi sync monitor	_____	\$195
□ Wall mount □ Single-pole stand		
■ 32” LCD monitor	_____	\$360
□ Dual-post stand □ Table stand		
■ 46” LCD monitor	_____	\$785
□ Dual-post stand □ Table stand		
■ 55” LCD monitor	_____	\$1,030
□ Dual-post stand □ Table stand		
■ 70” LCD monitor	_____	\$1,515
□ Dual-post stand □ Table stand		

MONITOR ACCESSORIES	QTY.	
■ Laptop	_____	\$335





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COMPUTER & ACCESSORIES QTY. _____

■ Black-and-white printer _____ \$300

INTERNET QTY. _____

■ Wired internet connection _____ \$270

■ Wireless internet connection _____ \$40

■ Dedicated bandwidth Please contact PSAV for quote

POWER QTY. _____

■ 120V – 5 AMP _____ \$190

■ 120V – 10 AMP _____ \$295

■ 120V – 15 AMP _____ \$340

■ 25' AC cable _____ \$21

■ Power strip _____ \$21

RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

CUSTOM ITEMS QTY. _____

■ _____ \$ _____

■ _____ \$ _____

■ _____ \$ _____

■ _____ \$ _____

■ _____ \$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

William Colon
Sales Manager - PSAV®
 Crowne Plaza Times Square
 1605 Broadway, New York, NY 10019
 ■ office: 212.315.6031 ■ email: wcolon@psav.com





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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

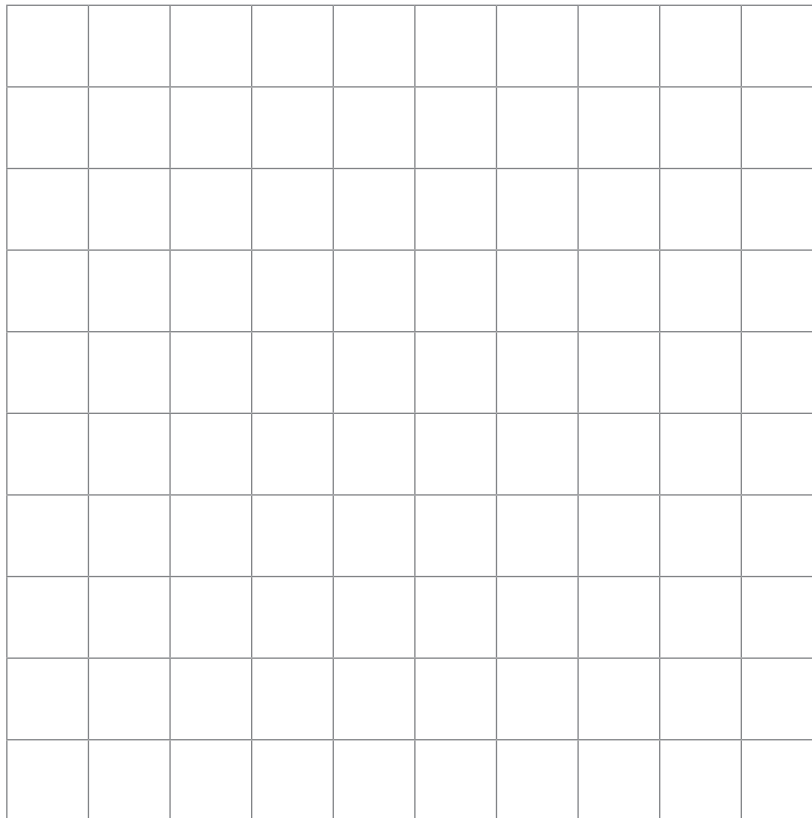
Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____



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