



**Exhibitor Order Form**

Phone: 619.692.2296 Fax: 619.296.4638 Email: sheratonsandiego@psav.com

**CUSTOMER INFORMATION**

*Name of Conference _____		Booth Number _____	
*Company _____		*On-site Contact _____	
*Address _____		*On-site Cell _____	
*City _____	*State & Zip _____	<b>Onsite Deliver/Setup: (someone MUST be present for delivery)</b>	
*Ordered By _____	Fax _____	Delivery Date _____	Booth Carpeted: Yes No
*Phone _____	*Email _____	Time frame: 8am-10am 10am-12noon 12pm-3pm 3pm-5pm	
* Required Field			

ALL POWER/INTERNET PRICING IS FOR THE LENGTH OF SHOW Please call for items not listed on form.

Power 120 V	14 Days Prior	Quantity	Standard Rate	Quantity
5 Amps	\$ 225.00		\$ 290.00	
10 Amps	\$ 275.00		\$ 325.00	
15 Amps	\$ 325.00		\$ 390.00	
20 Amps	\$ 375.00		\$ 425.00	

208 V - 3 Phase	Standard Rate	Quantity	Standard Rate	Quantity
20 Amps	\$ 650.00		\$ 800.00	
30 Amps	\$ 700.00		\$ 925.00	
60 Amps	\$ 850.00		\$ 1,150.00	

Internet	Standard Rate	Quantity	Standard Rate	Quantity
Wired-Per User	\$ 350.00			
Wireless-Per User	\$ 200.00			

Bandwidth Packages Call for Quote

**ALL EQUIPMENT PRICING IS PER DAY**

LCD Monitor	All monitors come with table stands *Call for additional sizes*	Standard Rate	Quantity	Days
42" Flat Panel Video and Data Monitor (16:9)		\$ 500.00		
46" Flat Panel Video and Data Monitor (16:9)		\$ 615.00		
55" Flat Panel Video and Data Monitor (16:9)		\$ 765.00		
65" Flat Panel Video and Data Monitor (16:9)		\$ 935.00		
Floor Stand		\$ 80.00		

Computer ONLY Monitors	Standard Rate	Quantity	Days
19" LCD Flat Panel Computer Monitor (4:3)	\$ 145.00		
24" LCD Flat Panel Computer Monitor (4:3)	\$ 250.00		

**IMPORTANT INFORMATION**

What source will be used with the monitor(s)? (Please indicate below)  
 Computer \_\_\_\_\_; DVD/VCR or other Video Device \_\_\_\_\_; Multiple \_\_\_\_\_; Other (specify) \_\_\_\_\_  
**PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.**

Presentation Computer - Windows	Standard Rate	Quantity	Days
PC - Windows 7	\$ 275.00		
Computers - Macintosh			
MacBook	\$ 300.00		

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<b>Computer Accessories &amp; Printers</b>	<b>Standard Rate</b>	<b>Quantity</b>	<b>Days</b>
HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network)	\$ 300.00		
Computer Speakers w/ Subwoofer	\$ 60.00		
<b>Miscellaneous</b>			
DVD Player (US compatible, Region 1/NTSC)	\$ 95.00		
Power Strip & Extention Cord	\$ 40.00		
Blu-Ray Disc Player	\$ 150.00		

**Rigging - Call for quote**

**Terms & Conditions**

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- Your card WILL be charged approximately 1-3 days post show start date.
- PSAV will **NOT** deliver equipment to an unattended booth. An authorized representative must sign for all equipment.
- The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

**IMPORTANT: PSAV Cancellation Policy - All cancellations must be submitted in writing.**

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

**\*\* Wall Mounting\*\*** Call for Details

If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is **NOT** responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure **PRIOR** to your installation.

**Service Charge** A 25% service charge will be added to all equipment rentals and internet orders.

**Tax Exempt Status** San Diego sales tax is 7.75%. If you are exempt from payment of sales tax, we require an exemption certificate from the state.

**Damage Waiver** If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.

<b>Subtotal</b>	\$ -
<b>Service</b>	\$ -
<b>Tax</b>	\$ -
<b>Total</b>	\$ -

PSAV will contact you to arrange credit card payments

Checks payable to: Sheraton San Diego Hotel & Marina  Paying by Check?  Please allow PSAV to confirm total **PRIOR** to sending check.

1380 Harbor Island Drive San Diego, CA 92101  
PSAV reserves the right to modify this form at any time.