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	□AM	PICKUP DATE	PICKUP TIME	□AM
			□PM			□PM
EMAIL ADDRESS		ORDERED BY		·	•	

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 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 by the days rented. 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.

subject to the full amount of the order, including installation, drayage and tax.

Cancellations received on the day of scheduled delivery or "no shows" are

Shipping Instructions - Mark any materials sent to the venue as follows:

- 1. Address Packages to: Hyatt Regency San Antonio, 123 Losoya, San Antonio, TX 78205
- 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: nrainey@psav.com.

Labor and/or service charges may apply and/or loss damage waiver.					
MONITORS 24" LED monitor Wall mount Single-pole s	PRICE QTY DAYS TOTAL \$ 225 \$ 0 tand \$ 0				
 55" LCD monitor Dual-post stand Table stand 	\$_690 \$ 0				
 70" LCD monitor Dual-post stand Table stand 	\$_1,025 \$ 0				
AUDIO EQUIPMENT	PRICE QTY DAYS TOTAL				
Wired microphone	\$ <u>84</u> \$ <u>0</u>				
Wireless microphone	\$ <u>200</u> \$ <u>0</u>				
Wireless headset microphone Requires wireless microphone unit to operative					
Powered speaker Up to five people	\$ <u>100</u> \$ <u>0</u>				
 Sound system two speakers, two stands, one mixer, one up to 20 people 	\$ \$ e wired microphone				
 14-channel mixer 	\$ <u>145</u> \$ <u>0</u>				
ACCESSORIES Laptop	PRICE QTY DAYS TOTAL \$ 230 \$ 0 \$ 205 \$ 0				
Black-and-white printer PROJECTION	\$ 205\$ 0 PRICE QTY DAYS TOTAL				
LCD projector	\$ <u>455</u> \$ <u>0</u>				
 42"- 54" Rolling cart Tripod screen 5' 6' 7' 8' 	\$ <u>30</u> \$ <u>90</u> \$ <u>0</u> \$ <u>0</u>				
INTERNET	PRICE QTY DAYS TOTAL				
 Wired internet connection Wireless internet connection 	\$ <u>180</u> \$ 14 \$ <u>0</u>				
 Dedicated bandwidth 	Please contact PSAV for quote				

LIGHTING PRICE QTY DAYS TOTAL Up-light 65 0 \$_ \$ POWER PRICE QTY DAYS TOTAL 120V-10 AMP 255 0 \$ \$ 255 0 120V-15 AMP \$ \$ 255 0 208V Single Phase – 20 AMP \$ \$ 255 0 208V Single Phase – 30 AMP \$ \$ 255 0 208V Single Phase – 60 AMP Power Drop 58 0 Single Phase - 5 AMP \$ \$

RIGGING

All rigging requests should be placed using the Rigging Request Form.

CUSTOM ITEMS	PRICE	QTY DAYS	TOTAL
	\$	\$_	0
—	\$	\$_	0
•	\$	\$	0
•	\$	\$	0
—	\$	\$	0

SPECIAL REQUESTS

Please add any items not listed above that you require.





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BOOTH DIAGRAM

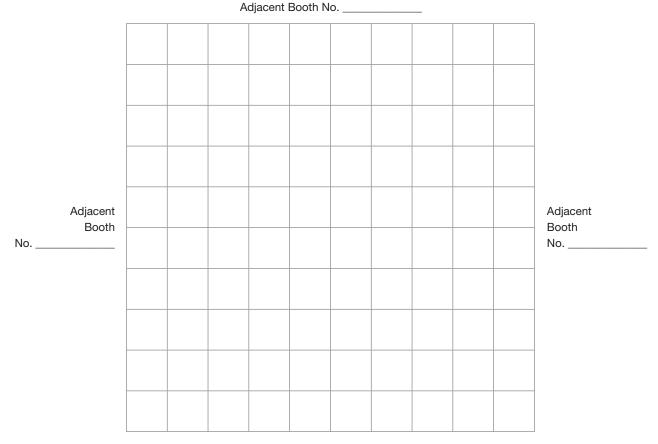
ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

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.

