



EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM



If you have a special request or need additional equipment, please call. A voice or email confirmation will be sent once your order is received and processed.

Video Equipment					DAILY RATE		Days	Total	Customer Information	
Qty	Advanced	Onsite	Used							
1/2" VHS Player with auto-repeat		\$100	\$120					Firm Name:		
1/2" S-VHS Player		\$100	\$120					Address:		
DVD Player		\$100	\$120					City:		
Combo VHS auto-repeat unit with 20" Monitor		\$200	\$240					State:	Zip:	
27" Color Monitor (NOT for computer use)		\$225	\$270					Ordered By:		
32" Color Monitor (NOT for computer use)		\$275	\$330					Telephone #:		
									Fax #:	
									Email:	
									Two Days Prior will be subject to the ON-SITE DAILY RATE	
Misc. Equipment					DAILY RATE		Days	Total	Ordering Instructions	
Qty	Advanced	Onsite	Used							
42" Rolling Cart w/Black Drape		\$25	\$30					⇒ THE TOTAL CHARGE PER ITEM IS DETERMINED BY MULTIPLYING THE QUANTITY BY THE DAILY RATE BY THE NUMBER OF SHOW DAYS TO BE USED.		
Laptop Computer		\$250	\$300					⇒ 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.		
Additional Computer Equipment Available - Call For Quote									⇒ To guarantee the advanced rate, the order should reach us 5 working days prior to delivery. Equipment availability is subject to change without notice.	
Audio Equipment					DAILY RATE		Days	Total	CANCELLATIONS:	
Qty	Advanced	Onsite	Used							
CD Player		\$75	\$90					A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus all Delivery/Set-up/Pick-up Labor.		
Cassette Player		\$50	\$60					B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.		
Wired Microphone: Handheld		\$50	\$60					⇒ The equipment is the responsibility of the client from delivery until it is picked up after show closing.		
Wireless Microphone: Handheld or Lavalier (circle one)		\$155	\$186							
Powered Speaker with stand		\$100	\$120							
Sound System with (2) powered speakers, (2) stands + Mixer		\$245	\$294							
(1) Wired Microphone: Handheld		\$45	\$54.00							
LCD/Plasma Monitors					DAILY RATE		Days	Total		
Qty	Advanced	Onsite	Used							
17" Multisync SVGA Color Monitor		\$115	\$138							
20" Multisync SVGA Color Monitor		\$175	\$210							
40" Plasma LCD Display: Tabletop or Stand (circle one)		\$350	\$400							
50" Plasma LCD Display: Tabletop or Stand (circle one)		\$600	\$720							
32" LCD Monitor		\$250	\$300							
Additional Computer Equipment Available - Call For Quote										
Projection Equipment					DAILY RATE		Days	Total		
Qty	Advanced	Onsite	Used							
Projectors	Call For Quote	\$600								
7' tripod		\$50.00	\$54.00							
8' tripod		\$50.00	\$54.00							
10' cradle		\$95.00	\$108.00							
Power package AC cable/extension cord and power strip		\$25.00	\$30.00							
Rental Totals					PRE-PAYMENT IS REQUIRED ON ALL ORDERS			Delivery Information		
EQUIPMENT TOTAL					1			On-Site Contact:		
Service Charge (REQUIRED) - 22% of line 1					2			Show Start Date:	Time:	
SUB-TOTAL					3			Booth #:	Room #:	
SAN JOSE CA SALES TAX - 8.25% of Equipment Total line 3					4			Delivery Date:	Time:	
TOTAL AMOUNT DUE					5			Pick-up Date:	Time:	
⇒ TO AVOID REPEAT SERVICE CHARGES SOMEONE MUST BE IN YOUR BOOTH AT THE SPECIFIED DELIVERY TIME TO SIGN FOR THE EQUIPMENT.										
Method of Payment Credit Card							Return for Processing			
							<a href="mailto:rfestejo@psav.com">rfestejo@psav.com</a> PSAV Doubletree Hotel by Hilton San Jose 2050 Gateway Place Phone 408-437-2195 Fax 408-436-6035			