



# AUDIOVISUAL EXHIBITOR SERVICES

We will use this authorization to charge your credit card account for this advance order and any additional amounts as a result of all show site changes placed by your representatives.

NAME OF CONFERENCE: <b>Texas Transit Association</b>		START DATE: <b>3-22-2018</b>	END DATE: <b>3-23-2018</b>	TOTAL SHOW DAYS: <b>2</b>
COMPANY NAME:		START TIME: <b>1 PM (set-up)</b>	END TIME: <b>5 PM</b>	<b>Fiesta Pavilion Booth #</b>
BILLING ADDRESS:		CITY & STATE:		BILLING ZIP CODE:
TELEPHONE #:		ON SITE CONTACT:		CONTACT #:
ORDERED BY: (PLEASE PRINT)		CARDHOLDER'S NAME: (PLEASE PRINT)		
<input type="checkbox"/> AMEX	<input type="checkbox"/> MCARD	CVV #	CHECK #:	EXP. DATE:
<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK	CARDHOLDER'S SIGNATURE:		
CREDIT CARD #:		EMAIL ADDRESS: (PLEASE PRINT)		

**To guarantee equipment advanced rate and availability, this order should reach us (14) days prior to delivery. All payments must be made by credit card prior to the start of the event.**

EQUIPMENT	ADVANCE RATE PER DAY	ON-SITE RATE PER DAY	QTY	# OF DAYS NEEDED	TOTAL AMOUNT = RATE PER DAY X QTY X # OF DAYS
Tripod Screen (up to 8')	\$ 90.00	\$ 112.50			
Laptop Computer	\$ 230.00	\$ 287.50			
LCD Projector (up to 4,000 lumens)	\$ 455.00	\$ 568.75			
4-Channel Mixer	\$ 74.00	\$ 92.50			
Wired Microphone	\$ 68.00	\$ 85.00			
Wireless Microphone Unit	\$ 200.00	\$ 250.00			
Flipchart	\$65.00	\$65.00			
Sound System: (2) speakers (2) stands (1) mixer (1) wired microphone	\$ 436.00	\$ 545.00			
B&W Laser Printer (includes 1 ream)	\$ 205.00	\$ 256.25			
Color Laser Printer (includes 1 ream)	\$ 420.00	\$ 525.00			
24" Monitor	\$ 225.00	\$ 281.25			
46" Monitor	\$ 480.00	\$ 600.00			
70" Monitor	\$ 1,025.00	\$ 1,281.25			
BLU-RAY / DVD Player	\$ 125.00	\$ 156.25			
Banner Hanging (up to 10'w x 6'h)	\$ 170.00	\$ 212.50			
STANDARD ELECTRICITY 110/120 VOLT SERVICE	ADVANCE RATE PER DAY	ON-SITE RATE PER DAY	QTY	# OF DAYS NEEDED	TOTAL AMOUNT = RATE PER DAY X QTY X # OF DAYS
Standard Power for exhibitor- includes extension cord and power strip	\$67.00	\$83.75			
Dedicated 1700 watt	\$85.00	\$105.00			
208 VOLT ELECTRICAL SERVICE					
Single Phase \$ 8 per amp X ___ amp		+25%			
Three Phase \$10 per amp X ___ amp		+25%			
HIGH SPEED INTERNET CONNECTION SPEEDS UP TO 40 Mbps UPSTREAM AND DOWNSTREAM AVAILABLE					
Wired Initial Connection	\$105.00	\$150.00			
Additional Wired connection	\$27.00	\$50.00			
Wireless Initial Connection	\$25.00	\$50.00			
Additional Wireless connections	\$15.00	\$25.00			

### ORDERING INSTRUCTIONS

**EQUIPMENT & ELECTRICAL**— The total charge per item is determined by multiplying the per day rate by the quantity by the number of days needed.

**INTERNET** — The total charge for internet services is determined by multiplying the per day rate by the quantity by the number of days needed.

#### Rental Totals Lines

**Subtotal — Line (1)** This is the subtotal of equipment, electrical, and internet lines above.

**Set up/tear down, connect/disconnect fee — Line (2)** This is 23% of the subtotal line (1). This applies to equipment, electrical, and internet charges.

**TAX EXEMPT STATUS** — If you are exempt from State of Texas sales tax, please request PSAV tax exempt form from [tmarshall@psav.com](mailto:tmarshall@psav.com)

**To guarantee advanced rate and equipment availability, this order should reach us (14) days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a (4) hour minimum.

#### CANCELLATIONS:

- Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- Cancellations received on the day of scheduled delivery or "no-shows" are subject to the

### RETURN FOR PROCESSING

Wyndham San Antonio Riverwalk  
111 East Pecan Street | San Antonio, TX 78205  
210-362-6425 (office) | 855-792-1431 (fax)  
Thomas Marshall-  
[tmarshall@psav.com](mailto:tmarshall@psav.com)



#### RENTAL TOTALS

**PAYMENT IS DUE WHEN ORDER IS PLACED**

SUBTOTAL EQUIPMENT, ELECTRICAL, & INTERNET	1	\$
SET UP/TEAR DOWN, CONNECT/DISCONNECT FEE (23% OF LINE 1 / \$ 30 MINIMUM)	2	\$
SALES TAX (8.25%) OF LINE 2	3	\$
<b>TOTAL DUE</b>	<b>4</b>	<b>\$</b>

#### DELIVERY FEE —

Additional fee may apply to on-site orders.

Office use only

Navigator order id: \_\_\_\_\_

Entered by: \_\_\_\_\_

Date entered: \_\_\_\_\_

