



PARTNERS IN SHOW™



Exhibitor Order Form

Video Equipment	Qty	Daily Rate		Days Used	Total	Customer Information
		Advance	On Site			
DVD Player		\$ 100.00	\$ 125.00			Show/Convention Name:
32" Video/Data Monitor		\$ 200.00	\$ 225.00			
32" Video Data Monitor w/ DVD Player on 54" cart		\$ 275.00	\$ 300.00			Company/Exhibitor Name:
42" Plasma Monitor on Floor Stand **		\$ 600.00	\$ 650.00			
50" Plasma Monitor on Floor stand**		\$ 700.00	\$ 750.00			Address:

** We do not supply labor for mounting monitors to your hard sets.

LCD/DLP Projector Package w/ 5' Tripod Screen		\$ 350.00	\$ 400.00			City:
54" Rolling Cart w/ Black Skirt		\$ 30.00	\$ 40.00			State: <input type="text"/> Zip: <input type="text"/>
						Ordered by:

Computer Equipment	Qty	Daily Rate		Days Used	Total	Telephone #:
		Advance	On Site			
Laptop Computer, 2.2GHz, 2GB RAM, 50GB HD DVD-RW, Windows XP Pro, Office 07		\$ 250.00	\$ 300.00			Fax #:
HP Laserjet 4250 B&W Printer		\$ 150.00	\$ 200.00			email:
17" Flatscreen Monitor		\$ 125.00	\$ 175.00			
20" Flatscreen Monitor		\$ 175.00	\$ 225.00			
Call with specific Hardware/Software needs.						

If you don't see something you need, please call.

Ordering Instructions

Electrical Services	Qty	Daily Rate		Days Used	Total	Total charge is determined by multiplying the quantity by the daily rate by the number of days to be used.
		Advance	On Site			
500 Watts or 5 Amps		\$ 25.00	\$ 30.00			
1000 Watts or 10 Amps		\$ 30.00	\$ 40.00			
2000 Watts or 20 Amps		\$ 40.00	\$ 50.00			
Powerstrip with 25' Extension Cord		\$ 30.00	\$ 35.00			

Call for additional power needs

Neither the Sheraton Seattle hotel , PSAV, nor their contractors or subcontractors are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection, install a surge protector/undervoltage protector on your computer(s) and/or other equipment as you deem necessary. Electrical contractors for the Sheraton Seattle Hotel/PSAV should make all installation connections to all electrical services. The Sheraton Seattle Hotel nor PSAV will be responsible for any damage of loss of equipment, component, hardware or software and/or injury to any person caused by the installation, connection to or plugging into any electrical outlet by personnel other than Sheraton Seattle Hotel, PSAV or Authorized Agents.

Please include applicable sales tax on equipment rental.
Tax Exempt Status - If you are exempt from payment of sales tax, we require you to supply an exemption certificate for the state of Washington

To guarantee equipment availability and advance rate, this order should reach us **7 days prior** to delivery.
 Operator labor, if requested, is subject to prevailing hourly rates with a 4 hour minimum.

High Speed Internet Access	Qty	Daily Rate		Days Used	Total	Cancelations: Cancelations of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.
		Advance	On Site			
Wireless G, Shared bandwidth (per user/device)		\$	175.00			
Dedicated bandwidth available. Please call.						

Rental Totals	PAYMENT IS DUE WHEN ORDER IS PLACED	Delivery Information	
Equipment Total		On-Site Contact:	
Delivery/Setup/Pickup (22% of Equipment total)		Booth #:	Room:
Subtotal		Delivery Date:	Time:
Sales Tax (9.5% of Subtotal)		Show Start Date:	Time:
Total Due		Pickup Date:	Time:

Return For Processing

	PSAV Presentation Services at the Sheraton Seattle Hotel 1400 Sixth Avenue Seattle, WA 98101 206.464.1838(phone), 206.464.1835(fax)	
---	--	---



PARTNERS IN SHOW™



Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: 1356 **Property Name:** Sheraton Seattle Hotel

Credit Card Type: *American Express* _____ *Discover* _____ *MasterCard* _____ *Visa* _____

Credit Card Number: _____

Exp Date: _____ **Security Code** _____

Customer PO: _____

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____ **Zip Code (REQUIRED) :** _____

City: _____ **State:** _____

Cardholder email address: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice/Order Number(s): _____

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ **Date** _____