

EXHIBITOR SERVICES ORDER FORM

Rev 2/16/18 - SD



Hilton Austin
 500 East 4th Street
 Austin, TX 78701
 PSAV Office: (512) 320-0560
 E-Mail: HiltonAustinExhibits@PSAV.com

Exhibit Booth Info			
<i>Convention/ Program Name:</i> _____			
<i>Set up Date:</i> _____		<i>Set up Time:</i> _____	
<i>End Date:</i> _____		<i>End Time:</i> _____	
<i>Booth #</i> _____			

COMPANY INFORMATION
<i>EXHIBITOR COMPANY NAME</i>
<i>ON-SITE CONTACT NAME</i>
<i>E-mail Address</i>
<i>Address</i>
<i>City, State, Zip</i> ()
<i>Telephone Number</i> ()
<i>Fax Number</i>

<u>Computer Display Equipment</u>	Pre-Event Rate	On-Site Rate	Qty	Days	TOTAL
24" LCD Monitor - Includes Power *	\$325.00	\$406.25	X		=
32" LCD Monitor w/ Table Stand _Includes Power*	\$375.00	\$468.75	X		=
46" LCD Monitor w/ Floor Stand - Includes Power *	\$640.00	\$800.00	X		=
55" LCD Monitor w/ Floor Stand - Includes Power*	\$840.00	\$1,050.00	X		=
PC Laptop Computer with Microsoft Office	\$220.00	\$275.00	X		=

Payment Terms & Conditions
Full payment, including sales tax, is due in advance. Purchase orders are not accepted. Cancellations less than 24 hours prior to exhibit load-in will be charged a one-day rate.
*On-site requests may take up to 5 hours to fulfill, based upon availability.

<u>Additional Equipment</u>	Pre-Event	On-Site	Qty	Days	TOTAL
LCD Projector 2600-4000 Lumens (w/ support pkg)	\$520.00	\$650.00	X		=
LED Uplight (Price Per Light)	\$75.00	\$94.00	X		=
Small PA with speaker, mixer and wired mic	\$710.00	\$887.50	X		=
Post-It © Flip Chart Pkg (w/ markers, 1 pad & easel)	\$80.00	\$100.00	X		=
Laptop Speakers	\$86.00	\$107.50	X		=

<u>Power Services</u>	Pre-Event	On-Site	Qty	Days	TOTAL
5 amp/120v Outlet (includes powerstrip)	\$147.00	\$197.00	X		=
10 amp/120v Outlet (includes powerstrip)	\$207.00	\$287.00	X		=
20 amp/120v Outlet (includes powerstrip)	\$335.00	\$367.00	X		=

A representative must be in your booth to sign for delivery of equipment.

For rigging requests, please visit: <http://www.psav.com/RiggingForm/>.
 A representative will reach out to you with pricing upon completion of the form.

The equipment requested in this order is being rented for the specified period of time only.

For specialty equipment not listed, including special lighting, please call 512-320-0560 for quote.

Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV

All equipment must be returned to PSAV in the same condition as it was in at the time of delivery, normal wear and tear excluded.

Order Forms with payment arrangements made less than 15 days before exhibit set-up will be charged on-site rates.

Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control

Payment <i>Please complete the requested information below:</i>
Acceptance Signature: _____
Printed Name: _____
For your security and to adhere to PCI Security Standards, PSAV will contact you directly to finalize payment arrangements with a Credit Card.
On-site rates apply for payment arrangements made less than 15 days prior to the start of exhibit set-up.
Names of authorized on-site contacts for additions: _____
Onsite Contact Mobile Phone #: _____

PAGE 1 TOTAL COST	
Equipment Total	\$ _____
On-site support / delivery ADD 23%	\$ _____
SUBTOTAL*	\$ _____
*8.25% Sales Tax will be added to every order	
PAGE 1 TOTAL	\$ _____
<i>PSAV Exhibit Services Hilton Austin</i>	

PSAV / HILTON AUSTIN ELECTRICAL SERVICES / RENTAL FORM

FUNCTION DATE	_____	COMPANY NAME	_____
FUNCTION LOCATION	_____	EMAIL	_____
CONVENTION GROUP	_____	BOOTH #	_____
ON-SITE CONTACT	_____	PH. NO.	_____



Office: 512-320-0560

SET-UP		BREAKDOWN	
DATE	_____	DATE	_____
TIME	_____	TIME	_____

SCAN & E-MAIL YOUR REQUEST TO: HiltonAustinExhibits@PSAV.COM

YOUR ORDER MUST BE RECEIVED NO LATER THAN 15 BUSINESS DAYS BEFORE DATE OF SERVICE TO ENSURE TIMELY INSTALLATION
STANDARD LABOR RATES: MONDAY - FRIDAY 8AM - 5PM. ADDITIONAL LABOR CHARGES MAY APPLY FOR AFTER HOURS, HOLIDAY AND WEEKEND SERVICE.

ELECTRICAL									
	# DAYS	Quantity	ADVANCE ORDER		# DAYS	Quantity	FLOOR ORDER		TOTAL PRICE
120 VOLT/SINGLE PHASE SERVICES:			Per Day Cost				Per Day Cost		
Single Outlet Service (5 amps) NOT DEDICATED			\$ 115.00				\$ 165.00		
Single Outlet Service (20 amps) DEDICATED			\$ 235.00				\$ 335.00		
Power Strip			\$ 32.00				\$ 40.00		
25' - 50' Extension Cord			\$ 32.00				\$ 40.00		
100' Extension Cord			\$ 45.00				\$ 52.00		

ADDITIONAL ELECTRICAL SERVICES									
	# DAYS	Quantity	ADVANCE ORDER		# DAYS	Quantity	FLOOR ORDER		TOTAL PRICE
SERVICES AVAILABLE:									
100 AMPS EACH			\$ 775.00				\$ 1,108.00		
200 AMPS EACH			\$ 1,565.00				\$ 2,238.00		
400 AMPS EACH			\$ 3,120.00				\$ 4,462.00		

GENERAL INFORMATION: Wall outlets or columns are not a part of the rental space and are not to be used. Charges for electrical service listed, do not include repair of outside equipment or any control wiring. Service does include power to one point and one connection. Motors of one-half horsepower or more must be equipped with a safety switch. If 24-hour service is required, please describe your requirements and our staff will furnish a quote. PSAV and/or Hilton reserves the right to refuse connections where wiring constitutes a safety or fire hazard. All materials and equipment furnished by PSAV and/or Hilton will remain the property of PSAV and/or Hilton. Prices subject to change without notice.

ELECTRICAL RATE SCHEDULE: For request of more than 4 outlets, you must request a heavy duty service and specify the number of outlets required. Four outlets constitutes a 20 AMP circuit. NOTE: Please include a diagram of floodlight and outlet locations. Cable for dimmer boards or special outlets must be supplied by the exhibitor/outside company.

SPECIAL SERVICE UNITS: In those instances where your needs cannot be classified under either Standard Service or Heavy Duty Service, please describe your requirements. This work will be done and charged on a time and material basis.

PAYMENT INFORMATION

Electrical Subtotal \$ _____

Tax (8.25% of subtotal) \$ _____

Labor (estimated by PSAV) \$ _____

Electrical TOTAL \$ _____

Please complete the requested information below:

Acceptance Signature: _____

Printed Name: _____

**For your security and to adhere to PCI Security Standards,
PSAV will contact you directly to finalize payment arrangements with a Credit Card.**

**On-site rates apply for payment arrangements made less than
15 days prior to the start of exhibit set-up.**

Authorized on-site contact for additions: _____

Onsite Contact Mobile Phone #: _____