



**AUDIOVISUAL EXHIBITOR SERVICES**

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH #:
STREET ADDRESS:	CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
ORDERED BY:			

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

➤ If you have a special request or need additional equipment, please call 604 633 6436. Email completed form to njolie@psav.com

COMPUTERS & IPADS	QTY	PRICE
PC Laptop		\$225
Mac Laptop		\$300
iPad		\$125
CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$

MONITORS	QTY	PRICE
24" Monitor w/Table Stand		\$160
32" Monitor w/Table Stand		\$270
46" Monitor (Dual Post Stand, Table Stand, Speakers)		\$485
55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$565
POWER	QTY	PRICE
7.5 Amp, 110 Volt Exhibit Power with Power Base		\$90

**ORDERING INSTRUCTIONS**

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 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. Please include applicable Sales Tax on equipment rental.

**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:**

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor and/or service charges may apply, and/or loss damage waiver.**

**SPECIAL REQUESTS** Please add any items not listed above that you require.


A \$75 minimum labour charge applies to all orders. Additional labour charges may apply depending on setup.

**SHIPPING INSTRUCTIONS**

Any materials being sent to the hotel must be marked as follows:

1. The Westin Bayshore Vancouver
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 1601 Bayshore Dr. Vancouver, BC V6C2V4

