

## EXHIBIT ORDER FORM

Name of Event: \_\_\_\_\_ Date of Show: \_\_\_\_\_

Name of Company: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address of Company: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Booth #: \_\_\_\_\_

ELECTRICAL	RATE	QTY	DAYS	TOTAL
Power Strip Pkg (one AC cable w/power strip)	\$42			
Set/strike labor 30 minutes	\$45			
<b>SUBTOTAL</b>	IF YOU HAVE ANYTHING THAT WILL BE PLUGGED IN YOU MUST ORDER ELECTRICAL SERVICES			
24% TAXABLE SERVICE CHARGE				
8.25% SALES TAX				
<b>TOTAL DUE</b>				

EQUIPMENT	RATE	QTY	DAYS	TOTAL
20" LCD Computer Monitor (Data)	\$200			
46" LCD Monitor (Video or Data)	\$495			
55" LCD Monitor (Video or Data)	\$680			
6-8' Tripod Screen (Client provides LCD Projector)	\$195			
6-8' Tripod Screen and LCD Projector Package	\$650			
Flipchart (Plain Paper with markers and easel)	\$71			
Laptop (PC)	\$240			
One Speaker and 5Ch Mixer Sound System	\$200			
Computer Audio (DI) (requires sound system)	\$70			
Wireless Lavalier or Handheld Mic (requires sound system)	\$210			
Wireless Slide advancer	\$60			
OTHER AV	Please call or email			
<b>INTERNET</b>				
Wireless High Speed Internet Access	\$18/user			
Wired High Speed Internet Access	\$180/user			
OTHER INTERNET REQUESTS	Please call or email			
<b>SUBTOTAL</b>				
24% TAXABLE SERVICE CHARGE				\$
8.25% SALES TAX				\$
<b>TOTAL DUE</b>				\$

**All Payment Information is Collected over the Phone. Please Leave Contact Information to Collect Payment:**

Cardholder Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Email Address for Receipt: \_\_\_\_\_

Please Return To:

Emilia Cowan [email:ecowan@psav.com](mailto:ecowan@psav.com) WESTIN PARK CENTRAL 12720 Merit Drive, Dallas, Texas 75251  
PHONE: 972.851.2049