



INTERCONTINENTAL

MIAMI

AUDIOVISUAL EXHIBITOR SERVICES ORDER FORM

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:				FAX NUMBER:			
ORDERED BY:				PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:	
AMEX	M CARD	CHECK#:	ROOM#:	EXP DATE:	CC #	CV	
VISA	CHECK						
CARDHOLDER'S SIGNATURE:				EMAIL ADDRESS (PLEASE PRINT):			

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

If you have a special request or need additional equipment, please call 305.377.4411. Fax completed form to 877.508.3902.

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO 15% MARKUP IF ORDERED DAY OF .

VIDEO/DATA DISPLAY	Price	Days	QTY
DVD Player	\$115		
LCD Projector	\$570		
Blu-Ray Player	\$170		
iPad	\$75		
Laptop	\$260		
AUDIO EQUIPMENT	Price	Days	QTY
CD Player	\$95		
Wired Microphone: Handheld Lavalier (check one)	\$80		
Wireless Microphone Unit: Handheld Lavalier (check one)	\$235		
Computer Audio Connection Requires Speaker & Mixer	\$65		
Individual 8" Small Powered Speaker with Stand	\$135		
Sound System: (2) 12" speakers (2) stands (1) Mixer Wired Microphone	\$587		
4-Channel Mixer	\$85		
LIGHTING	Price	Days	QTY
Booth Illumination Package 2- 20 amp circuits required (includes 2 - Par 64 & Stands)	\$450		
12-Channel Light Board	\$155		
6-Channel Dimmer	\$100		
Gobo Lighting Package - 20 amp circuit required (Call for Details)	\$420		
Intelligent Lighting and control	Please contact PSAV for proposal		

ACCESSORIES	Price	Days	QTY
Tripod Screens: 5', 6', 7' or 8'	\$105		
Projector Stand w/Spandex Cover	\$40		
Mac Adapter VGA DVI Please provide model/year/generation	\$35		
Flipchart Package (Includes: Stand, Pad, 4 Markers)	\$80		
MONITORS - Don't have a USB port. Will require laptop rental.	Price	Days	QTY
24" Multi Sync (Can't be wall mounted) Single Pole	\$260		
46" LCD w/built-in Speaker Floor Stand Table Stand	\$650		
55" LCD w/built-in Speaker Floor Stand Table Stand	\$765		
70" LCD w/built-in Speaker Floor Stand Table Stand	\$1160		
Need another size? Please contact us directly with your request. Touchscreen options available			
POWER	Price	Days	QTY
120v - 20 AMP	\$95		
208V Three Phase - 60 AMPs	\$495		
208v Three Phase - 100 AMPs	\$825		
25' AC Cable	\$20		
Power Strip	\$20		
PSAV Power Center	Please contact PSAV for details		
For Special Power Needs Please contact PSAV for details			

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. A written confirmation will be sent once your order is received and processed.

The total charge per item is determined by multiplying the price by the quantity ordered per day of use. Please include applicable Sales Tax on equipment rental and/or labor.

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.

DELIVERY INFORMATION

On-Site Contact:

Booth #: _____ Room # _____

Delivery Date: _____

Delivery Time: AM PM

Pickup Date: _____

Pickup Time: AM PM

Location #: 4035 Job #: _____

RETURN FOR PROCESSING



100 Chopin Plaza | Miami, FL 33131
305.377.4411 (office) 877.508.3902 (fax)
psavintercontinentalmiami@psav.com

Exhibits Sales Person

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Contact email address

RENTAL TOTALS

EQUIPMENT TOTAL (Multiply Price X Days X QTY per each item requested to get total amount)	1
SET UP AND TEAR DOWN (22% OF LINE 1 OR \$85 Minimum - REQUIRED)	2
SUB-TOTAL DUE (A 24% Service Charge and 7% Local Sales Tax will apply to this amount)	3

****PAYMENT IS DUE WHEN ORDER IS PLACED****