

EXHIBITOR/POP-UP AUDIO VISUAL ORDER FORM



**THE WESTIN GALLERIA**  
DALLAS

**Meeting Name**  
**Exhibit Dates**  
**Room**


If you have a special request or need additional equipment, please call 972.851.2876

Video Equipment					Qty		DAILY RATE	Days Used	Total	Customer Information	
DVD Player			\$80.00			\$0.00				Firm Name:	
LCD Accessories Package			\$235.00			\$0.00				Address:	
<i>Includes Tripod Screen, projector stand, &amp; cabling</i>											
LCD Projection Package			\$725.00			\$0.00				City:	
<i>Includes 2k lumen LCD Projector, Tripod Screen, projector stand, &amp; cabling</i>											
DVD & Monitor Package #1			\$525.00			\$0.00				State:                      Zip:	
<i>Includes DVD Player, 32" LCD Monitor, Stand, &amp; cabling</i>											
DVD & Monitor Package #2			\$670.00			\$0.00				Ordered By:	
<i>Includes DVD Player, 46" LCD Monitor, Stand, &amp; cabling</i>											
Tripod Screen only: 6' or 8'			\$80.00			\$0.00				Telephone #:	
			\$0.00			\$0.00				Fax #:	
Email:											
<b>Internet</b>											
Please call for special internet needs such as higher bandwidth, cyber café, or static IP											
Audio Equipment & Phone					Qty		DAILY RATE	Days Used	Total	Ordering Instructions	
CD Player (Requires Powered Speaker or Sound System)			\$80.00			\$0.00				⇨ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.	
iPod/Computer Audio Connection			\$125.00			\$0.00				⇨ Please include applicable Sales Tax on equipment rental. <b>TAX EXEMPT STATUS</b> - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state of Texas in which the services are to be provided.	
Small Personal Powered Speaker			\$75.00			\$0.00				⇨ To guarantee equipment availability and advanced rate, this order should reach us <b>14 days prior</b> to delivery.	
Powered Speaker with stand			\$100.00			\$0.00				⇨ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. Call for rates.	
Sound System #1 with (1) powered speakers, (1) stand and (1) Wired Handheld Microphone			\$165.00			\$0.00				⇨ <b>CANCELLATIONS:</b>	
Sound System #2 with (1) powered speakers, (1) stand and (1) Wireless Microphone: Handheld or Lavalier (circle one)			\$325.00			\$0.00				A) Cancellation of equipment ordered must be received <b>48 hours prior</b> to delivery date to avoid a minimum one day charge.	
DID Telephone Line			\$100.00			\$0.00				B) If services have already been provided at the time of cancellation, <b>50% of original charges</b> will be applied.	
Computer, Display, & Internet					Qty		DAILY RATE	Days Used	Total		
17" Flat Panel LCD Monitor on cart			\$145.00			\$0.00					
32" Flat Panel LCD Monitor on stand or cart			\$260.00			\$0.00					
46" Flat Panel LCD Monitor on stand or cart			\$525.00			\$0.00					
Black Pipe & Drape, 9' to 16' tall, 10' wide section			\$180.00			\$0.00					
Banner Hanging Fee (up to 8' length) on drape or backdrop			\$65.00			\$0.00					
Wired Internet, single connection (shared bandwidth)			\$150.00			\$0.00					
Wireless Internet, single connection (shared bandwidth)			\$70.00			\$0.00					
Power					Qty		DAILY RATE	Days Used	Total		
Power, Shared Circuit (Extension Cord & Strip ~5amps)*			\$40.00			\$0.00					
20 Amp Circuit Package*			\$160.00			\$0.00					
* Includes Extension Cord and Power Strip											
Rental Totals					PAYMENT IS DUE WHEN ORDER IS PLACED					Delivery Information	
EQUIPMENT TOTAL					1				\$0.00	On-Site Contact:	
SERVICE CHARGE (23% of line 1)					2				\$0.00	On-Site Contact Phone #:	
SUBTOTAL					3				\$0.00	Booth #:	Room:
SALES TAX (8.25% of line 3)					4				\$0.0000	Delivery Date:	Time:
TOTAL DUE					5				\$0.00	Pickup Date:	Time:
Method of Payment					Return for Processing						
Card Number:					<input type="checkbox"/> American Express						
Exp Date	/				<input type="checkbox"/> Visa						
Sec. Code					<input type="checkbox"/> Master Card						
Approver/Cardholder's Name (as appears on card):					<p style="text-align: center;"><b>Presentation Services</b> Westin Galleria Dallas 13340 Dallas Parkway Dallas, TX 75240 <b>PH:</b> 972-661-3242 / <b>EMAIL:</b> jrbell@psav.com <b>FAX:</b> 972-239-0349</p>						
Approver/Cardholders Signature:				Date							