



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 918.560.2225. Email completed form to rrainwater@psav.com

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

VIDEO/DATA DISPLAY	QTY	PRICE
DVD/Blu-Ray Player		\$ 75
LCD Projector		\$ 225
LCD Projector Package: <i>3500 Lumen Projector, Projector Stand with Drape, Power & Video Cables</i>		\$ 450

AUDIO EQUIPMENT	QTY	PRICE
CD Player		\$ 75
Wired Handheld Microphone		\$ 55
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 155
Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate</i>		\$ 75
Individual Small Powered Speaker (up to 5 people)		\$ 75
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 295
4-Channel Mixer		\$ 75

CUSTOM ITEMS	QTY	PRICE
Wireless Mouse		\$ 35
Laser Pointer		\$ 35
Up-light for booth		\$ 45
		\$
		\$
		\$

ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 75
42"- 54" Rolling Cart w/Black Skirt		\$ 35
Flipchart		\$ 60
Whiteboard		\$ 45

MONITORS	QTY	PRICE
46" Monitor (Dual Post Stand, Table Stand, Speakers)		\$ 400
Laptop Computer		\$ 200

INTERNET ACCESS	QTY	PRICE
Wired Internet Connection		\$ 135
Wireless Internet Connection		\$ 20
Dedicated Bandwidth		Please contact PSAV for quote

POWER	QTY	PRICE
120V - 5 AMP		\$ 40
208V Single Phase - 20 AMP		\$ 80
25' AC Cable		\$ 15
Power Strip		\$ 15

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.

SHIPPING INSTRUCTIONS

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

Vendor / Company Name
On-Site Contact Name
Convention / Conference Name
Booth #
Hyatt Regency Tulsa
100 E. 2nd St
Tulsa, OK 74103

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

