

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

PASADENA
CONVENTION CENTER

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME ☐ AM ☐ PM	PICKUP DATE	PICKUP TIME ☐ AM ☐ PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a four-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 by the days rented. Please include applicable Sales Tax on equipment rental.

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

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 – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Form Submission – Email completed forms to: gbattaglia@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
24" LCD table top monitor	\$			\$
32" LCD monitor	\$			\$
☐ Dual-post stand ☐ Table stand	☐ Speakers			
46" LCD monitor	\$			\$
☐ Dual-post stand ☐ Table stand	☐ Speakers			
50" LCD monitor	\$			\$
☐ Dual-post stand ☐ Table stand	☐ Speakers			
70" LCD monitor	Please contact PSAV for quote			
☐ Dual-post stand ☐ Table stand	☐ Speakers			

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
Wired handheld microphone	\$			\$
Wireless microphone	\$			\$
☐ Handheld ☐ Lavalier				
Wireless headset microphone	\$			\$
<i>Requires wireless microphone unit to operate</i>				
Powered speaker	\$			\$
<i>Up to five people</i>				
Sound system	\$			\$
<i>two speakers, two stands, one mixer, one wired microphone</i>				
<i>up to 20 people</i>				
4-channel mixer	\$			\$

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
Blu-ray/DVD player	\$			\$
Windows PC laptop	\$			\$
Wired keyboard and mouse	\$			\$
Black-and-white printer	\$			\$

PROJECTION

	PRICE	QTY	DAYS	TOTAL
LCD projector 3K	\$			\$
LCD support package	\$			\$
32"- 54" Rolling cart	\$			\$
Tripod screen	\$			\$
☐ 6' ☐ 8'				

INTERNET

	PRICE	QTY	DAYS	TOTAL
Wired internet connection	\$			\$
Wireless internet connection	\$			\$
Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING

	PRICE	QTY	DAYS	TOTAL
Up-light	\$			\$

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$

SPECIAL REQUESTS

Please add any items not listed above that you require.

ORDER SUMMARY	TOTALS
Equipment Subtotal	\$
10.25% Sales Tax (Internet is Exempt)	\$
☐ On-site Order Fee	\$
TOTAL	\$

PSAV[®]

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ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Adjacent Booth No. _____										
Adjacent Booth No. _____										Adjacent Booth No. _____
Adjacent Booth No. _____										

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