



AUDIOVISUAL EXHIBITOR SERVICES

THE RITZ-CARLTON®
SAN FRANCISCO

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	☐ AM ☐ PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	☐ AM ☐ 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 415.296.2307. Email completed form to jlhiff@psav.com

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

AUDIO EQUIPMENT	QTY	PRICE
Wired Microphone: ☐ Handheld ☐ Lavalier		\$98
Wireless Microphone: ☐ Handheld ☐ Lavalier		\$285
Individual Small Powered Speaker (up to 5 people)		\$135
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$519
4-Channel Mixer		\$105
ADDITIONAL ITEMS	QTY	PRICE
AC Cord and Power Strip		\$ 40
		\$
		\$
		\$
		\$
		\$

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$130
LCD Projector		\$700
MONITORS	QTY	PRICE
32" LCD Monitor (Dual Post Stand, Table Stand, Speakers)		\$370
46" Monitor (Dual Post Stand, Table Stand, Speakers)		\$785
55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$1030
70" Monitor (Dual Post Stand, Table Stand, Speakers)		\$1515
ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$120
INTERNET ACCESS	QTY	PRICE
Wired Internet Connection		\$350
Wireless Internet Connection		\$30 ea

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:

1. The Ritz-Carlton, San Francisco
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 600 Stockton St., San Francisco, CA 94109

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

