

EXHIBITOR SERVICES

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



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 <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> 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. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. 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.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Kansas City Marriott Country Club Plaza, 4445 Main Street, Kansas City, MO 64111
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

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

MONITORS	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 32" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ _____	_____	_____	\$ _____

<input type="checkbox"/> 40" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ _____	_____	_____	\$ _____
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AUDIO EQUIPMENT	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Small powered speaker with stand	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 4-channel mixer	\$ _____	_____	_____	\$ _____

ACCESSORIES	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> DVD player	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Laptop	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Black-and-white printer	\$ _____	_____	_____	\$ _____

PROJECTION	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> LCD projector (3000 Lumen)	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 34"- 42" Rolling cart	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Tripod screen <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$ _____	_____	_____	\$ _____

INTERNET	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Wired internet connection	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Wireless internet connection	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dedicated bandwidth	Please contact PSAV for quote			

WI-FI & POWER PACKAGE	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Exhibitor wi-fi & power package <input type="checkbox"/> One Wi-Fi code plus one AC cable and power strip	\$ _____	_____	_____	\$ _____

POWER	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 25' AC cable	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Power strip	\$ _____	_____	_____	\$ _____

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

CUSTOM ITEMS	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ _____

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

ORDER SUMMARY	TOTALS
Equipment Subtotal	\$ _____
25% Service Charge	\$ _____
Subtotal	\$ _____
8.6% Sales Tax	\$ _____
GRAND TOTAL	\$ _____

