

Exhibitor Services Order Form



EVENT / PROGRAM NAME: _____
COMPANY NAME & BOOTH# _____
SETUP DATE AND TIME: _____ **Booth Location:** _____
(Please use Additional Notes section below to describe multiple locations)
END DATE AND TIME: _____

FAX COMPLETED FORM TO 866-447-7342

RENTAL PRICE SUMMARY

QTY	EQUIPMENT	ADVANCE RATE	ON-SITE PRICE	x USE DAYS	Subtotal
COMPUTER DISPLAY / VIDEO ALA CARTE ITEMS					
	20" LCD MONITOR (1024X768)*	\$165	\$198		
	Tripod Screen Support Package	\$293	\$293		
	55" PLASMA MONITOR WITH STAND*	\$800	\$960		
	70" TOUCH-SCREEN LCD MONITOR WITH STAND*	\$1,075	\$1,290		
	DVD player*	\$165	\$198		
	LAPTOP COMPUTER (PC)*	\$260	\$312		
	LAPTOP COMPUTER (MAC)*	\$350	\$420		



RENTAL AGREEMENT

LESSEE DOES HEREBY RENT AND ACCEPT THE LISTED EQUIPMENT AND ACKNOWLEDGES THAT IT IS IN GOOD WORKING CONDITION AND AGREES TO PAY THE RENT FOR SAID PROPERTY AT THE RATE HEREIN STATED; LESSEE FURTHER AGREES TO TAKE CARE OF SAID EQUIPMENT AND TO USE IT IN A PROPER MANNER AND AGREES THAT IN THE EVENT ANY OF THE RENTED EQUIPMENT IS LOST OR DESTROYED BEFORE IT IS RETURNED, TO PROMPTLY PAY AN AMOUNT EQUAL TO THE REASONABLE COST OF REPAIRING OR REPLACEMENT OF SAME. LESSOR IS HEREBY RELEASED FROM ANY AND ALL CLAIMS FOR DAMAGES TO LESSEE, BY REASON OF USE OF SAID PROPERTY; LESSEE AGREES TO INDEMNIFY LESSOR FROM ANY AND ALL CLAIMS FOR DAMAGE TO ANY PERSON OR PROPERTY BY REASON OF THE USE OF SAID PROPERTY BY LESSEE OR ANY OTHER PERSON FROM DATE HEREOF UNTIL SAID PROPERTY IS RETURNED TO LESSOR. IT IS UNDERSTOOD THAT THE RENTAL COMMENCES AS OF THE DATE AND TIME HEREOF AND ENDS ONLY WHEN THE RENTED EQUIPMENT IS RETURNED. SHOULD SAID PROPERTY NOT BE RETURNED TO LESSOR AT THE TIME SPECIFIED AS HEREIN LISTED, IT IS AGREED THAT FAILURE TO PAY RENT OR IF DEFAULT IS MADE IN ANY OF THE TERMS HEREOF, LESSOR MAY AT ONCE TAKE POSSESSION OF SAID RENTED EQUIPMENT WHEREVER THE SAME MAY BE FOUND AND REMOVE THE SAME AND THE LESSOR OR IT AGENTS SHALL IN NO WAY BE LIABLE FOR ANY CLAIMS FOR DAMAGES OR INJURY IN THE REMOVAL OF SAID EQUIPMENT. LESSEE FURTHER AGREES THAT ALL CHARGES FOR RENTAL WILL BE PAID IN ADVANCE, OR IMMEDIATELY UPON RETURN OF MERCHANDISE OR UPON RECEIPT OF INVOICE FOR SAME AND THAT ALL COLLECTION FEES, COURT COSTS, OR ANY EXPENSE INCURRED IN COLLECTING AND RENTAL WILL BE PAID BY LESSEE. RENTER IS RESPONSIBLE FOR EQUIPMENT AND ALL LEGAL FEES CONNECTED WITH RENTAL OR COLLECTION

LA CARTE ITEMS

QTY	EQUIPMENT	ADVANCE RATE	ON-SITE PRICE	x USE DAYS	Subtotal
	POWERED PA SPEAKER SYSTEM* (speakers, mixer, PC audio interface)	\$335	\$402		
	WIRED MICROPHONE* (aisle or tabletop)	\$85	\$102		
	WIRELESS MICROPHONE* (lavaliar or handheld)	\$230	\$276		

ONE / MISC ALA CARTE ITEMS

QTY	EQUIPMENT	ADVANCE RATE	ON-SITE PRICE	x USE DAYS	Subtotal
	WIRELESS MOUSE/ LASER POINTER*	\$65	\$78		
	DID TELEPHONE LINE* (see note below regarding Long Distance fees)	\$150	\$180		
	WIRELESS HIGH-SPEED INTERNET CONNECTION (PER USER)	\$55	\$66		
	WIRED HIGH-SPEED INTERNET CONNECTION (PER USER) <small>(Long-distance & connection fees applied to non Toll-Free numbers)</small>	\$225	\$270		

ADDITIONAL SERVICES

QTY	EQUIPMENT	ADVANCE RATE	ON-SITE PRICE	x USE DAYS	Subtotal
	POWER STRIP & EXTENSION CORD	\$85	\$100		
	ADDITIONAL POWER STRIPS*	\$25	\$35		

208V Single phase / Three phase available, call for rates. **Wall Outlets are not included with rental space**

Add 20% for LABOR/Delivery (only applies to items marked *) X 0.20

Estimated SUBTOTAL before tax*

Additional Notes for Setup Team:

Full payment, including sales tax and Marriott Service Charge, is due in advance. Purchase orders are not accepted. Cancellations less than 48 hours prior to exhibit load-in will be charged a one-day rate.

***ALL EQUIPMENT WILL BE BILLED PER USE-DAY AT PUBLISHED PSAV PRICES, PLUS 20% LABOR, 8% SALES TAX AND 25% MARRIOTT SERVICE CHARGE**

A representative must be in your booth to sign for delivery of equipment.

PREVIOUS DISCOUNTS ARE NOT APPLIED TO ONSITE ADDITIONS UNLESS OTHERWISE ARRANGED.

Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV

Public Broadcast of wireless internet "Hot Spots" may cause interference with existing Hotel wireless access points and is prohibited.

Orders received less than 15 days before exhibit set-up will be charged ON-SITE rates

For specialty equipment not listed, questions or other assistance please call (312) 245-4746

****Specialty Lighting & RIGGING Requests, Please Call for Quote****

PAYMENT DETAILS (Please complete the requested information below):	
EXHIBITOR COMPANY NAME	
ON-SITE CONTACT NAME and CELL PHONE	
BILLING EMAIL ADDRESS	
BILLING STREET ADDRESS	
BILLING TELEPHONE NUMBER	
CREDIT CARD ACCOUNT NUMBER and EXP. DATE	
EXP. DATE ____ / ____	
CARD TYPE (CIRCLE ONE) [VISA] [MC] [DISCOVER] [AMEX]	
X _____ LESSEE SIGNATURE	
LESSEE NAME (PRINTED)	

FAX COMPLETED FORM TO: 866-447-7342



EXHIBIT INFORMATION, RULES and REGULATIONS

In order to minimize the risk of fire and keep exhibits in Chicago as safe as possible, the Chicago Fire Department has established regulations with which we must comply:

- The Municipal Code states that nothing can be stored behind or between exhibit booths, draperies or under tables. All materials that are needed for repacking purposes must be removed from exhibition area. You may keep a one-day supply of literature or product at your booth.
- Tents are not permitted as an exhibit
- All exits must be kept clear

FOYER AREA EXHIBITS

- Compact Pop up Table Top Exhibits are not permitted (pictured here)



- Literature, Laptops, Computer Monitors are permitted
- Floor supported Pop Up Exhibits are permitted. **BUT**, if a table is supplied, it must be placed beside the exhibit. It is not permitted in front of the exhibit.
- Portable banner displays are permitted as long as they are placed beside the table.

The Chicago Fire Department strictly enforces the regulations. No exceptions.

Thank you for your cooperation