



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ORDER BY CONTACT NAME:	ROOM NAME / EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
BUSINESS TELEPHONE NUMBER:	DELIVERY / SET UP DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
EMAIL ADDRESS:	TEARDOWN / PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
ONSITE EXHIBIT CONTACT (NAME / MOBILE # / Email Address):			

PRICING IS PER DAY

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION

➤ For special requests or additional needs please call: (443) 683-8558 Email completed form to: HiltonBaltimoreExhibits@psav.com

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

POWER	QTY	PRICE
120V - 5 AMP		\$75
120V - 20 AMP		\$145
208V Single Phase - 60 AMP		\$315
208V Three Phase - 100 AMP (cam-lock tails only)		\$825
25' AC Cable		\$21
Power Strip		\$21
PLEASE NOTE : ALL ELECTRICAL ORDERS ARE SUBJECT TO A \$110 SET UP /TEAR DOWN FEE If ordering electrical service, please specify what will be powered and preferred location of power drop.		

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

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 5 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.





EXHIBITOR SERVICES

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

BOOTH DIAGRAM

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

Internet

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.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

A = Audio/Visual

I = Internet

P = Power

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____