



Hilton

ALEXANDRIA MARK CENTER



AUDIOVISUAL EXHIBITOR SERVICES

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	<input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> AM <input type="checkbox"/> 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 703.997.5272. Email completed form to tbeiswanger@psav.com

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

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$ 80
LCD Projector		\$ 670

AUDIO EQUIPMENT	QTY	PRICE
CD Player		\$ 70
Wired Microphone with Mixer: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 155
Wireless Microphone with Mixer: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 265
Powered Speaker		\$ 125
4-Channel Mixer		\$ 70

ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 90
42"- 54" Rolling Cart w/Black Skirt		\$ 50

INTERNET ACCESS	QTY	PRICE
Wired Internet Connection		\$ 200
Wireless Internet Connection		\$ 45
Dedicated Bandwidth		Please contact PSAV for quote

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

MONITORS	QTY	PRICE
17" Monitor with Stand		\$ 165
32" Monitor with Stand		\$ 265
40" Monitor with Stand		\$ 365
50" Monitor with Stand		\$ 465
70" Monitor (Dual Post Stand, Table Stand, Speakers)		Please contact PSAV for quote

CUSTOM ITEMS	QTY	PRICE
Laptop		\$ 250
B&W Printer		\$ 275
Video Lighting Kit		\$ 150
Video Switcher		\$ 350
Apple Dongle/Adapter (Specify Model)		\$ 60
Laptop Portable Speakers		\$ 50
Power Strips/Extension Cords		\$ 30
Presentation Clicker		\$ 60

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 Hilton Alexandria Mark Center
2. Address Packages to: 5000 Seminary Road, Alexandria, VA 22311 Attn: PSAV

