

**Show:**  
**Dates:**  
**Location:**



**OFFICIAL AUDIO VISUAL SUPPLIER DEADLINE:**  
**Two Weeks Prior to Show Opening Date**

Hershey Lodge  
 Ph 717.534.8608  
 FAX 717.534.8692

Video Equipment				Sound Systems					
	Advance Daily Rate	Qty	Days	Total		Advance Daily Rate	Qty	Days	Total
40" LCD Flat Panel	\$350.00				Powered Speaker w/Stand	\$150.00			
32" LCD Flat Panel	\$275.00				Sound System: Spkr, Mic, Mxr	\$275.00			
DVD Player	\$80.00				Wired Microphone	\$50.00			
5' - 7' Tripod Screen	\$50.00				Wireless Microphone	\$200.00			
<b>Laptops*</b>					CD Player	\$60.00			
Laptop (with Office 2007)	\$250.00				Computer/mp3 Audio System	\$35.00			
<b>Internet Connection (384 kbps)</b>					Headset Microphone Adapter	\$50.00			
Wireless Connection	\$100.00				USB Audio Interface	\$50.00			
<i>Initial</i> Hardware Connection	\$225.00				<b>SPECIAL REQUIREMENTS</b>				
<i>Additional</i> Hardware Connection	\$100.00								
<b>Additional Bandwidth (internet connection required)</b>									
512 kbps	\$100.00								
1 Mbps	\$200.00				* Laptops will be stored in AV office overnight for security				
1.5 Mbps	\$250.00								
2 Mbps	\$325.00								
More than 2 Mbps	call for quote								
<b>Data Monitors 6' Cable Included</b>									
40" LCD Flat Panel	\$350.00				<b>EQUIPMENT TOTAL</b>				
32" LCD Flat Panel	\$275.00				<b>Add 25% for On-Site Orders</b>				
17" Flat Screen LCD Monitor	\$100.00				On-site Rate Effective 24 hours Prior to Show Opening				
20" Flat Screen LCD Monitor	\$125.00				<b>Labor / Handling Fee**</b>				
Larger Monitors Available	call for quote				Please add 25% of equipment total (\$75.00 fee minimum) (Does NOT apply to Internet orders)				
<b>Accessories</b>					<b>Sub-Total</b>				
Keyboard, Mouse	\$50.00				<b>Pennsylvania State Tax 6%</b>				
Wireless Mouse	\$50.00				<b>GRAND TOTAL</b>				
Laser Printer	\$150.00								
Laser Pointer	\$30.00								
34"/54" Cart	\$40.00								
1 Gb Flash Drive	\$25.00								
VGA Cables	\$25.00								
<b>Video/Data Projectors</b>									
LCD Projector (XGA) 1024x768 2700 Lumens	\$350.00								
Other Projectors Available	call for quote				<b>RENTAL RESERVATION MUST BE COMPLETE FOR ORDER TO BE PROCESSED</b>				

# Rental Reservation

Name of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Exhibitor must be present to sign for order at the time of delivery. Please contact the PSAV office for delivery, ext. 8608. You must notify our representative that you are at your booth and have electrical power in place. We will initiate delivery at that time. PSAV is unable to guarantee a delivery time.

Pickup Date: \_\_\_\_\_

Exhibitor is responsible for equipment until it is picked up by an PSAV representative. Pick-up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

**IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.**

**Please indicate method of payment. This section must be completed before your order can be processed.** A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account.

**Please do not ask us to bill you.**

Payment:  Amex  Visa  Mastercard  Check Enclosed

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Card Security Code (Back of Card):** \_\_\_\_\_

**Billing Zip Code:** \_\_\_\_\_

**Cardholder's Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW**

*By executing this order form, Lessee agrees as follows:*

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment, which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. All items subject to 6% PA State Tax.
4. Insurance for the subject equipment is Lessee's responsibility.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise a PSAV Representative of any problems with exhibit orders at show site. Absolutely no credits will be issued after show closing.

**FAX ALL ORDERS TO PRESENTATION SERVICES, FAX # 717-534-8692**

Authorized Signature: \_\_\_\_\_

Please print name: \_\_\_\_\_