



2019 EXHIBIT EQUIPMENT PRE-ORDER FORM



Hilton Orlando Lake Buena Vista
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Orlando, FL 32830



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ALL ORDERS MUST BE RECEIVED 10 BUSINESS DAYS PRIOR TO INSTALLATION FOR ADVANCE RATES

= Editable Field

Table with columns: COMPUTER, Advance, Onsite, QTY, TOTAL, INFORMATION. Rows include Laptop PC, Wireless Presentation Remote, MONITORS (24", 32", 46", 55" LCD), A/V (Q70 LED, Blu Ray, Mixer, etc.), INTERNET (WiFi, Wired), and GRAND TOTAL.

Labor for all equipment and services will be added to the total and a confirmation will be sent for final order approval.

SUB TOTAL

NUMBER DAYS NEEDED (Must enter to see Grand Total)

EQUIPMENT SUB TOTAL

HOTEL SERVICE CHARGE 26%

SUB TOTAL before tax

SALES TAX 6.5%

GRAND TOTAL (additional labor may be needed)

ALL CHARGES ARE ON A PER DAY BASIS, unless otherwise noted

Advance pricing applicable for order received 10 business days prior to load in.

Daily charge will apply on set up day if requested before 2pm

6.5% Sales Tax & 26% Service Charge is applied to all orders.

Totals listed do not include set up and tear down labor. This will be added upon receipt of your order. Labor is charged as follows:

Mon-Fri 8am to 5pm \$100/hr

Mon-Fri 5pm to 12am, Saturdays 8am to Midnight \$150/hr

Sundays, Holidays and Mon-Sat 12am - 8am \$200/hr

A booth diagram worksheet is available up request.

PAYMENT BY CHECK
PLEASE MAIL FORM & CHECK TO THE ABOVE ADDRESS.
CHECKS PAYABLE TO: PSAV
Please mail checks to the address posted above.
Payments by check must be received 7 days prior to installation.

PAYMENT BY CREDIT CARD

CREDIT CARD NUMBER
BILLING ZIP CODE EXP DATE

NAME ON CARD

SIGNATURE (Type name below as an Electronic Signature)

All cancellations require 48 hour notice or full rental charges will apply.
Credit or payment MUST be established before installation.
All fees current as of January 2019