

AUDIOVISUAL EXHIBITOR SERVICES



NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH NO.:
STREET ADDRESS:	CITY & STATE:		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
ORDERED BY:			

****ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.****

If you have a special request or need additional equipment, please call 317.616.6032. Email completed form to Jose Ramirez
jose.ramirez3@encoreglobal.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 20% MARKUP IF ORDERED DAY OF.

VIDEO / DATA DISPLAY	QTY	PRICE
Laptop Computer · MAC · PC		\$220
DVD/Blu-Ray Player/HDMI Player		\$85

AUDIO EQUIPMENT	QTY	PRICE
Wired Microphone · Handheld · Gooseneck		\$70
Wireless Microphone · Handheld · Lavalier		\$180
Sound System (2) Speakers & Stands (1) Mixer, (1) Wired Microphone		\$410

POWER	QTY	PRICE
120V - 5 AMP Shared Power		\$115
120V - 15 AMP Dedicated Drop		\$225
Specialty Power Drop		** Please contact PSAV for quote

**Please note below for special power requests:
Equipment Type, Plug Style, Amperage / Wattage**

LIGHTING	QTY	PRICE
LED Up-Light		\$80

MONITORS	QTY	PRICE
24" Monitor <input type="checkbox"/> VGA · DVI · DisplayPort		\$300
42"- 46" Monitor <input type="checkbox"/> Table Stand · Pole Stand <input type="checkbox"/> VGA · DVI · HDMI · USB		\$405
50"- 55" Monitor <input type="checkbox"/> Table Stand · Pole Stand <input type="checkbox"/> VGA · DVI · HDMI · USB		\$550
70" Monitor (Dual-Post Stand, Table Stand, Speakers)		Please contact PSAV for quote

INTERNET ACCESS	QTY	PRICE
Basic WiFi (per Connection)		\$35
Wired Internet Connection		\$200
Dedicated Bandwidth		Please contact PSAV for quote

SPECIAL REQUESTS

ORDERING INSTRUCTIONS

To guarantee equipment availability and an 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 four-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 24 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 Hyatt Indianapolis
 2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
 3. Complete Return Address
 4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
 5. Address Packages to: 1 South Capitol Street, Indianapolis, IN 46204

