



The Westin Peachtree Plaza
EXHIBITOR ORDER FORM



210 Peachtree Street, Atlanta, GA 30303
Phone: 404-588-3123 Fax: 404-588-5375 E-mail: tburnett@psav.com

CUSTOMER INFORMATION		
Company Name:	Show Name	Booth #
Billing Name:	Show Dates:	
Billing Street Address:	Set by time:	Strike time:
City, State & Zip	Telephone:	
Contact Name	On-site (or cell) Telephone:	
E-Mail Address:	Fax Number:	

SERVICE DESCRIPTION	QTY	X	RATE	X	# OF DAYS	=	TOTAL
Miscellaneous Power							
20 Amp/110v power drop		x	\$75.00	x		=	
60 Amp/6000 watt powerdrop/ 3 20 amp edison		x	\$175.00	x		=	
Powerstrip (Power drop required)		x	\$35.00	x		=	
Exhibitor Internet							
Wireless Internet Connection (Shared Bandwidth)		x	\$125.00	x		=	
Wired Internet Connection (Shared Bandwidth)		x	\$250.00	x		=	
Dedicated 5 MB Bandwidth		x	\$500.00	x		=	
Static Public IP Address		x	\$50.00	x		=	
Equipment Rental							
Laptop Computer (Windows XP/Office XP)		x	\$225.00	x		=	
High Speed B/W Laser Printer (30ppm or faster)		x	\$150.00	x		=	
Color Laser Printer (22ppm)		x	\$300.00	x		=	
17" LCD Computer Monitor		x	\$75.00	x		=	
20" LCD Computer Monitor		x	\$125.00	x		=	
32" LCD Video Monitor (with DVD Player)		x	\$325.00	x		=	
42" Plasma Video Monitor (with Stand)		x	\$400.00	x		=	
50" Plasma Video Monitor (with Stand)		x	\$500.00	x		=	
LCD Projector Package (1500 Lumens, Tripod Screen, Cart & Cables)		x	\$550.00	x		=	
Tripod Screen		x	\$65.00	x		=	
Roll Cart w/ Black Skirting		x	\$35.00	x		=	
25' VGA Cable		x	\$25.00	x		=	
2 Speaker Sound System (with Wired Microphone)		x	\$255.00	x		=	
Wired Microphone		x	\$50.00	x		=	
Wireless Microphone Please Circle: LAVALIERE (CLIP-ON) or HANDHELD		x	\$150.00	x		=	
4 Channel Audio Mixer		x	\$50.00	x		=	
Laptop/iPod Audio Connection		x	\$80.00	x		=	
Small Stereo Speakers (for Laptop or iPod)		x	\$80.00	x		=	
CD Player (Speakers <u>not</u> included)		x	\$80.00	x		=	
Flipchart Package (Stand, Pad, 4 Markers)		x	\$55.00	x		=	
Additional Fees							
LATE ORDER FEE, per order (Order received less than 7 days prior to move-in)		x	\$150.00			=	
ON-SITE ORDER FEE, per order (Order received after move-in)		x	\$200.00			=	
SUBTOTAL =							
SERVICE CHARGE =							22%
GEORGIA SALES TAX =							8%
ESTIMATED GRAND TOTAL =							

Exhibitors Agreement- Please Read

Repeat delivery and or pick up will result in additional labor costs. Please be present at booth During Specified Delivery Times.
 CANCELLATIONS: Any order cancelled with less than 24 hrs. notice is subject to labor and 1 day rental charge.
 Additional equipment is available. Please call to speak with one of our representatives.
 Prices quoted are DAILY RATES. Prices and Availability subject to change without notice.
 Any lost, stolen or damaged equipment is the sole responsibility of the renter and renter agrees to pay the full cost to replace equipment.
Attached Credit Card Consent Form must be filled out for all orders.



Credit Card Consent Form / Security Deposit

Credit Card Type:

AMEX

Visa - MC - Diners Club

Discover

Credit Card Number: _____

Exp Date: _____

Customer PO (if required or Purchase card used #) _____

Cardholder's Name: _____

Cardholder's Phone Number: _____

Cardholder's email address: _____

Cardholder's Billing Address: _____

State and Zip Code: _____

Customer Name to be Invoiced: _____

Cancellation Policy

Cancellations received less than **30 days** but more than **15 days** prior to the Event shall be subject to a cancellation charge equal to **50%** of the total estimate of charges described on the most recent proposal submission. Cancellations received at least **15 days but** more than **72 hours** prior to the first day of the Event, shall be subject to a cancellation charge equal to **75%** of the entire estimate of charges contained in the most recent version of the proposal. Cancellations received **72 hours or less** before the first day of the Event, or after equipment has departed from its storage facility will be subject to a cancellation charge equal to **100%** of the total estimate of charges described on the most recent version of the proposal. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event and/or cancels the provision of audiovisual equipment and services by PSAV. Cancellation fees, including fees to cover any incurred costs, shall be due immediately upon any such cancellation by Customer.

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions.

Signature _____ Date: _____