

PSAV / HYATT REGENCY HILL COUNTRY EXHIBITOR ORDER FORM

FUNCTION DATE _____	COMPANY NAME _____
FUNCTION LOCATION _____	EMAIL _____
CONVENTION GROUP _____	BOOTH # _____
ON-SITE CONTACT _____	PH. NO. _____



Office: 210-767-7991

START DATE		END DATE	
DATE	_____	DATE	_____
TIME	_____	TIME	_____

FAX YOUR REQUEST TO: 210-767-7992

YOUR ORDER MUST BE RECEIVED NO LATER THAN 10 BUSINESS DAYS BEFORE DATE OF SERVICE TO ENSURE TIMELY INSTALLATION
STANDARD LABOR RATES: MONDAY - FRIDAY 8AM - 5PM. ADDITIONAL LABOR CHARGES MAY APPLY FOR AFTER HOURS, HOLIDAY AND WEEKEND SERVICE.

INTERNET SERVICES									
	# DAYS	Quantity	ADVANCE ORDER		# DAYS	Quantity	ONSITE ORDER		TOTAL PRICE
			Per Day Cost				Per Day Cost		
Wireless Internet Connection			\$ 14.00				\$ 14.00		
Wired Internet Connection			\$ 180.00				\$ 180.00		
*Contact PSAV for Bandwidth Pricing			\$ -				\$ -		

ELECTRICAL									
	# DAYS	Quantity	ADVANCE ORDER		# DAYS	Quantity	ONSITE ORDER		TOTAL PRICE
			Per Day Cost				Per Day Cost		
120V- 5 AMP			\$ 60.00				\$ 60.00		
120V- 20 AMP			\$ 140.00				\$ 140.00		
25' AC Cable			\$ 21.00				\$ 21.00		
Power Strip			\$ 21.00				\$ 21.00		

AUDIO VISUAL EQUIPMENT									
	# DAYS	Quantity	ADVANCE ORDER		# DAYS	Quantity	ONSITE ORDER		TOTAL PRICE
			Per Day Cost				Per Day Cost		
Up-Light			\$ 85.00				\$ 85.00		
24" LED Monitor			\$ 200.00				\$ 200.00		
55" LCD Monitor with Stand			\$ 760.00				\$ 760.00		
Laptop Computer			\$ 235.00				\$ 235.00		
Black and White Printer			\$ 185.00				\$ 185.00		

Payment Terms & Conditions: Full payment, including sales tax, is due in advance. Purchase orders are not accepted. Cancellations less than 24 hours prior to exhibit load-in will be charged a one-day rate. If 24-hour service is required, please describe your requirements and our staff will furnish a quote. PSAV and/or Hyatt reserves the right to refuse connections where wiring constitutes a safety or fire hazard. All materials and equipment furnished by PSAV and/or Hyatt will remain the property of PSAV and/or Hyatt. Prices subject to change without notice. Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV. All equipment must be returned to PSAV in the same condition as it was in at the time of delivery, normal wear and tear excluded. Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control.

Electrical General Information: Wall outlets are not a part of the rental space, and are not to be used. Charges for electrical service listed do not include repair of outside equipment or any control wiring. PSAV & Hyatt reserve the right to refuse connections where wires constitute a safety or fire hazard. All materials & equipment furnished by PSAV or Hyatt with remain the property of PSAV and Hyatt. Prices subject to change without notice.

SPECIAL SERVICE UNITS: For equipment not listed, or special assistance, please call (210) 767-7991

PAYMENT INFORMATION

Event Technology Support: 24% fee applied to total equipment cost.
PSAV to estimate labor costs

MC <input type="checkbox"/> VISA <input type="checkbox"/> AMX <input type="checkbox"/> OTHER <input type="checkbox"/>	
CREDIT CARD #: _____	EXP. DATE: _____
CARDHOLDERS NAME: _____	State/Province: _____
Billing Address: _____	Country: _____
City: _____	CARD HOLDERS SIGNATURE _____
Zip Code: _____	EMAIL ADDRESS: _____