



Exhibitor Request Form

Convention Name: _____

Company Name: _____

Booth # & Location: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone & Fax #: _____

Contact Physical Address: _____

Install Date/Time: _____ End Date/Time: _____

HSIA and Phone:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>subtotal</u>
_____	Wireless Internet	\$30 Per WiFi connection	\$ _____
_____	Hard-Wired Internet Line	\$190 Per Wired connection	\$ _____
_____	Telephone Line	\$95.00	\$ _____

Power:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	3-20A circuits	\$170	\$180	\$ _____
_____	Power Strip Package (extension cord & pwr strip)	\$40	\$50	\$ _____

Monitors:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
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Hilton Chicago / Oak Brook Resort
 3500 Midwest Road
 Oak Brook, Illinois 60523
 (630)850-8274



_____	19" Flat Panel Monitor	\$145.00	\$ 175.00	\$ _____
_____	32" Flat Screen LCD Monitor	\$ 275.00	\$ 290.00	\$ _____
_____	46" Plasma Monitor	\$ 695.00	\$ 705.00	\$ _____
_____	70" Plasma Monitor	\$1,015.00	\$1,025.00	\$ _____
_____	6'-25' Computer Cable	\$25.00	\$ 35.00	\$ _____

Computer/Printers:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	Laptop	\$245.00	\$275.00	\$ _____
_____	Laser Printer B&W	\$165.00	\$195.00	\$ _____

Sound Systems:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	Powered Speaker	\$80.00	\$90.00	\$ _____
_____	Wireless Microphone	\$190.00	\$200.00	\$ _____

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

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

- 1. Cancellation:** In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal of 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of delivery date will be charged a cancellation fee equal to one day's rental plus handling prices.
- 2. Risk of Loss:** Equipment rental is the responsibility of Lessee. Any equipment which is lost damaged, or stolen while in the Lessee's care or possession will result in being charged for replacement cost, labor or parts for repair, as the case may be.
- 3.** Insurance for the subject equipment is the Lessee's responsibility.
- 4. ALL CHARGES LISTED ON THIS DOCUMENT ARE PER DAY.**
- 5.** It is the responsibility of the exhibitor to advise a Presentation Services representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.
- 6.** 22% Service Charge added to all orders.

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**Please complete this Credit Card Authorization Form
and fax it back to the secured number below.
For your protection this number goes directly to our
PSAV office: 630-850-8274 or email your request to
Patrick: pritter@psav.com**

Credit Card Type: American Express Visa MC Diners Discover

Credit Card Number: _____

Expiration Date: _____

Cardholder's Name: _____

Signature of Cardholder: _____

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