



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> |
|-----------------|-------------|----------------------|-----------------------|-----------------|
|-----------------|-------------|----------------------|-----------------------|-----------------|

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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