



# AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



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

## ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

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.

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

**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** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

**Shipping Instructions** – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: Hilton Oak Brook Hills Resort, 3500 Midwest Road, Oak Brook, IL 60523
2. Hold for Arrival - Attn: Guest’s Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

**Form Submission** – Email completed forms to: [stierney@psav.com](mailto:stierney@psav.com)

MONITORS	QTY.	
■ 24” Multi sync monitor	_____	\$250
■ 32” LCD monitor	_____	\$350
□ Table stand		
■ 46” LCD monitor	_____	\$600
□ Dual-post stand		

MONITOR ACCESSORIES	QTY.	
■ Blu-ray player	_____	\$150

PROJECTION	QTY.	
■ LCD projector	_____	\$500
■ 6’ Tripod screen	_____	\$100





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**AUDIO EQUIPMENT** QTY. \_\_\_\_\_

■ External computer speakers \_\_\_\_\_ \$50

**COMPUTER & ACCESSORIES** QTY. \_\_\_\_\_

■ Laptop \_\_\_\_\_ \$275

■ Black-and-white printer \_\_\_\_\_ \$200

**INTERNET** QTY. \_\_\_\_\_

■ Wired internet connection \_\_\_\_\_ \$250

■ Wireless internet connection \_\_\_\_\_ \$100

**POWER** QTY. \_\_\_\_\_

■ Box with (3) 20 AMP circuits \_\_\_\_\_ \$200

■ Power strip package \_\_\_\_\_ \$50

**RIGGING**

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

**CUSTOM ITEMS** QTY. \_\_\_\_\_

■ \_\_\_\_\_ \$ \_\_\_\_\_

■ \_\_\_\_\_ \$ \_\_\_\_\_

■ \_\_\_\_\_ \$ \_\_\_\_\_

■ \_\_\_\_\_ \$ \_\_\_\_\_

■ \_\_\_\_\_ \$ \_\_\_\_\_

**SPECIAL REQUESTS**

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

**PSAV Representative**  
 Hilton Oak Brook Hills Resort  
 3500 Midwest Road, Oak Brook, IL 60523  
 ■ office: 630.850.8274 ■ email: [stierney@psav.com](mailto:stierney@psav.com)





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## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

### Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_


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