



# 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	ON-SITE 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 five-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, times the number of days used. Your PSAV Representative will send you an estimate for your order, which will include labor, 25% service charge and local tax.

**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.

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

**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 25% service charges will apply and/or loss damage waiver.

### MONITORS

Prices include stand, cables & power strip

- |                            | QTY.                          |       |
|----------------------------|-------------------------------|-------|
| ■ 22”- 24” Desktop monitor | _____                         | \$210 |
| ■ 40” LCD monitor          | _____                         | \$491 |
| ■ 55” LCD monitor          | _____                         | \$791 |
| ■ 70” LCD monitor          | Please contact PSAV for quote |       |





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## AUDIO EQUIPMENT

- |   | QTY.  |       |
|---|-------|-------|
| ■ Laptop sound port   | _____ | \$62  |
| ■ Wireless microphone   | _____ | \$190 |
| <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier |       |       |
| ■ Wireless headset microphone                                       | _____ | \$78  |
| <i>Requires wireless microphone unit to operate</i>                 |       |       |
| ■ Computer speakers   | _____ | \$40  |
| ■ Sound system  | _____ | \$405 |
| ■ <i>two speakers, two stands, one mixer, one wired microphone</i>  |       |       |
| ■ <i>for up to 20 people</i>  |       |       |
| ■ 4-channel mixer   | _____ | \$68  |

## LIGHTING

- |                    | QTY.  |      |
|--------------------|-------|------|
| ■ Colored up-light | _____ | \$75 |

## COMPUTER & ACCESSORIES

- |                                 | QTY.  |       |
|---------------------------------|-------|-------|
| ■ Laptop                        | _____ | \$220 |
| ■ Slide advance / laser pointer | _____ | \$56  |

## RIGGING

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

## CUSTOM ITEMS

- |                         |                     |
|-------------------------|---------------------|
| ■ Touch screen monitors | Please contact PSAV |
| ■ _____                 |                     |
| ■ _____                 |                     |
| ■ _____                 |                     |
| ■ _____                 |                     |

## 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.

Atlanta Marriott Marquis  
265 Peachtree Center Ave., Atlanta, GA 30303  
■ office: 404.586.6255    ■ email: [psav-atlmq@psav.com](mailto:psav-atlmq@psav.com)

