



PSAV Exhibit Services

We help you stand out on the Exhibit Floor

The tradeshow floor is a competitive place. If the average attendee is spending between 5 and 15 minutes per booth, do you have the energy to attract them, the content to keep them, and the interactivity to make your message last?

PSAV® is your ultimate source for Exhibit Services and Booth Enhancements. Think outside the order form – look to PSAV for the ways to stand out on the exhibit floor and promote your products and services.

Smart Technology

- Programmable lighting
- Interactive Video Walls
- Charging Stations
- Video Mapping
- 3D/ Smart TVs
- Virtual Events
- Social Media



- Graphic arts
- Animation
- Stage production
- Video editing
- And more

**Sheraton®
Grand**
CHICAGO

PSAV is the on-site event technology provider at more than 1,300 meeting venues, in every major meeting market. So, since we're just about everywhere, we're with you where and when you need us.

For more information please contact us at 312-329-7124





flawless performance. dramatic results.

The Sheraton Grand Chicago
EXHIBITOR ORDER FORM

301 N. Water Street, Chicago, IL 60611
 Phone: 312-329-7124 Fax: 312-329-7261



CHICAGO

CUSTOMER INFORMATION		
Exhibitor Name:	Show/Event Name	Booth #
Company Billing Name:	Show Dates: _____ / _____ to _____ / _____	
Billing Street Address:	Set up Dates: _____ / _____	Strike Date: _____ / _____
City, State & Zip	Telephone: _____	
Contact Name (On-Site)	On-site (or cell) Telephone: _____	
E-Mail Address:	Fax Number: _____	

SERVICE DESCRIPTION	QTY	X	RATE	X	# OF DAYS	=	TOTAL
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Display Monitors & Video Equipment							
Laptop Computer (Windows XP/Office XP) *Specify if other software*		x	\$225.00	x		=	\$0.00
21" LCD Computer Monitor (table stand included)		x	\$205.00	x		=	\$0.00
32" LCD Computer Monitor (table stand included)		x	\$370.00	x		=	\$0.00
37" LCD Video Display Monitor (table stand included or Floor Stand additional)		x	\$575.00	x		=	\$0.00
46" LCD Video Display Monitor (Floor Stand additional)		x	\$650.00	x		=	\$0.00
50" LCD Video Display Monitor (Floor Stand additional)		x	\$745.00	x		=	\$0.00
60" LCD Video Display Monitor (Floor Stand additional)		x	\$1,115.00	x		=	\$0.00
Monitor Floor Stand (ONLY for 37" LCD's and larger)		x	\$100.00	x		=	\$0.00
UNIVERSAL MOUNTING BRACKET (Must CALL for availability)		x	CALL	x		=	
Computer Cable - VGA Connection (10'ft)		x	\$25.00	x		=	\$0.00
Wireless Mouse / Slide Advancer		x	\$80.00	x		=	\$0.00

Audio Equipment - INCLUSIVE PACKAGE (Restrictions may apply for Booth location)							
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(1) Speaker Sound System (Floor Supported on stand)							
(1) Wireless Microphone <i>Please Circle: LAVALIERE (CLIP-ON) or HANDHELD</i>		x	\$575.00	x		=	\$0.00
(1) 4 Channel Audio Mixer (with cabling)							

Audio Equipment - Additional							
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Wireless Microphone <i>Please Circle: LAVALIERE (CLIP-ON) or HANDHELD</i>		x	\$270.00	x		=	\$0.00
Laptop/iPod Audio Connection		x	\$100.00	x		=	\$0.00
Small Stereo Speaker (for Laptop or iPod)		x	\$85.00	x		=	\$0.00

General Support							
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High Speed B/W Laser Printer (30ppm or faster)		x	\$270.00	x		=	\$0.00
Color Laser Printer (22ppm)		x	\$540.00	x		=	\$0.00
Flipchart Package (Stand, Pad, 4 Markers)		x	\$115.00	x		=	\$0.00

Booth Enhancement							
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LED Colored Up-lighting (2 - Lights)		x	\$250.00	x		=	\$0.00
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Additional Fees							
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SETUP/STRIKE LABOR, per Exhibit Booth with Audio Visual Equipment	=	\$200.00		=	\$200.00		
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SUBTOTAL =	
SERVICE CHARGE =	24%
SUBTOTAL WITH SERVICE CHARGE =	
CHICAGO RENTAL TAX =	9%
ESTIMATED GRAND TOTAL =	

Exhibitors Agreement- Please Read							
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TECHNOLOGY: PSAV's full production team can supply advanced or upgraded event services that may not be listed. Please call to speak with one of our representatives.
UNION LABOR MAY APPLY: (Quantities requested/Operational Duties/Location may determine UNION REQUIREMENTS)
CONFIRMATION: All orders must be received within 72 hours of Setup Date or PSAV cannot guarantee availability of specific equipment and the order is NOT VALID.
CANCELLATION: Any order cancelled with less than 24 hours notice is subject to labor and 1 day rental charge.
POWER/ELECTRICAL: NOT INCLUDED within PSAV pricing. ALL power/electrical requirements are provided by GES. 312-329-7261
 Prices quoted are DAILY RATES. Prices and Availability subject to change without notice.
 Any lost, stolen or damaged equipment is the sole responsibility of the renter and renter agrees to pay the full cost to replace equipment.
Order Form & Credit Card Consent Form must be filled out for all orders. (Please sign and fax the completed form 312-329-7261)



Credit Card Consent / Security Deposit Form

PSAV LOCATION NUMBER: 2031 Property Name: Sheraton Grand Chicago

Credit Card Type: *American Express* _____ *Discover* _____ *MasterCard* _____ *Visa* _____

Credit Card Number: _____

Expiration Date: _____

Cardholder's Name: _____
(As it appears on credit card)

Cardholder Billing Address: _____ Zip Code (REQUIRED): _____
(Only numeric portion required)

Cardholder email address: _____

Cardholder's Phone Number: _____

Customer Name: _____
(Name as it should appear on the invoice)

Invoice/Order Number(s): _____ Customer PO: _____
(If a PO # is not provided use loc # and Order ID XXXX XXXX)

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature _____ Date _____