

**EXHIBITOR SERVICES ORDER FORM**



**Exhibit Booth Info**

*Please complete the requested information below*

**Grand Hyatt San Antonio**  
 600 E Market Street  
 San Antonio, TX 78205  
 PSAV Office: (210) 451-6185  
 Fax: (866) 312-8834

Program: \_\_\_\_\_

Set up Date: \_\_\_\_\_ Set up Time: \_\_\_\_\_ Booth # \_\_\_\_\_

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

**COMPANY INFORMATION**

EXHIBITOR COMPANY NAME

ON-SITE CONTACT NAME

E-mail Address

Address

City, State, Zip

Telephone Number

Fax Number

**Payment Terms & Conditions**

Full payment, including sales tax, is due in advance. **Purchase orders are not accepted.** Cancellations less than 24 hours prior to exhibit load-in will be charged a one-day rate.

**A representative must be in your booth to sign for delivery of equipment.**

The equipment requested in this order is being rented for the specified period of time only.

Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV

All equipment must be returned to PSAV in the same condition as it was in at the time of delivery, normal wear and tear excluded.

Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control

**Computer Display Equipment**

B&W Laser Jet Printer  
 Additional Toner  
 40" LCD Monitor w/ Floor Stand \*  
 55" LCD Monitor w/ Floor Stand \*  
 PC Laptop Computer  
 Remote PowerPoint Slide Advancer  
*\*On-site requests may take up to 5 hours to fulfill, based upon availability.*

Pre-Event Rate	On-Site Rate	Qty	Days	TOTAL
\$175.00	\$250.00	X		=
\$100.00	\$150.00	X		=
\$585.00	\$685.00	X		=
\$890.00	\$990.00	X		=
\$230.00	\$280.00	X		=
\$60.00	\$85.00	X		=

**Video Equipment / Other**

24" LCD Monitor (XGA)  
 DVD/ VHS Player  
 LCD Projector 2600 - 4000 Lumens  
 20"-36" AV Stand or Cart w/Skirt  
 6x6 Tripod Screen

Pre-Event	On-Site	Qty	Days	TOTAL
\$230.00	\$280.00	X		=
\$75.00	\$100.00	X		=
\$455.00	\$555.00	X		=
\$30.00	\$55.00	X		=
\$90.00	\$140.00	X		=

**Miscellaneous Equipment**

Laptop Speakers  
 DID Telephone Line\*  
*\*Long-distance charges will apply - call for details*

Pre-Event	On-Site	Qty	Days	TOTAL
\$45.00	\$75.00	X		=
\$160.00	\$185.00	X		=

**Internet Access**

Wired High Speed Internet- Single User Access  
 Wireless High Speed Internet-Single User Access

Pre-Event	On-Site	Qty	Days	TOTAL
\$555.00	\$740.00	X		=
\$140.00	\$230.00	X		=

**Lighting & Rigging Services**

Vinyl Banner Hanging (Per Banner) On  
 Airwall Only, under 32 ft²

Pre-Event	On-Site	Qty	Days	TOTAL
\$150.00	\$300.00	X		=

**Please see page 2 for the PSAV Electrical Services Rental Form (required for exhibit booth power needs).**

**For specialty equipment not listed, including special lighting & RIGGING requests, please call 210-451-6185 for quote.**

**Orders received less than 15 days before exhibit set-up will be charged on-site rates.**

\*\*If ordering only Internet or Telephone Services, only Page 1 will need to be completed.

**FAX (866) 312-8834**

<b>Payment</b> <i>Please complete the requested information below:</i>	
Special Notes:	
<b>Credit Card</b>	Visa ___ Amex ___ Master Card ___ Discover ___
Cardholder's Name:	
Account No.	Expiration Date
Authorized Signature:	
Printed Name:	
Onsite Contact:	
Telephone Number:	

PAGE 1 TOTAL COST	
Equipment Total	\$ _____
On-site support / delivery ADD 23%	\$ _____
<b>SUBTOTAL*</b>	<b>\$ _____</b>
<i>*8.125% Sales Tax will be added to every order</i>	
<b>PAGE 1 TOTAL</b>	<b>\$ _____</b>
<b>PSAV Exhibit Services Grand Hyatt San Antonio</b>	

**PSAV / GRAND HYATT SAN ANTONIO ELECTRICAL SERVICES / RENTAL FORM**

FUNCTION DATE	_____	COMPANY NAME	_____
FUNCTION LOCATION	_____	EMAIL	_____
CONVENTION GROUP	_____	BOOTH #	_____
ON-SITE CONTACT	_____	PH. NO.	_____



Office: 210-451-6185

SET-UP		BREAKDOWN	
DATE	_____	DATE	_____
TIME	_____	TIME	_____



\*\*\*FAX YOUR REQUEST TO: 866-312-8834\*\*\*

YOUR ORDER MUST BE RECEIVED NO LATER THAN 10 BUSINESS DAYS BEFORE DATE OF SERVICE TO ENSURE TIMELY INSTALLATION  
STANDARD LABOR RATES: MONDAY - FRIDAY 8AM - 5PM. ADDITIONAL LABOR CHARGES MAY APPLY FOR AFTER HOURS, HOLIDAY AND WEEKEND SERVICE.

ELECTRICAL									
	# DAYS	Quantity	ADVANCE ORDER		# DAYS	Quantity	FLOOR ORDER		TOTAL PRICE
<b>120 VOLT/SINGLE PHASE SERVICES:</b>			<b>Per Day Cost</b>				<b>Per Day Cost</b>		
Single Outlet Service (5 amps) NOT DEDICATED			\$ 50.00				\$ 55.00		
Single Outlet Service (20 amps) DEDICATED			\$ 120.00				\$ 132.00		
Power Strip (rated for 15amps)			\$ 20.00				\$ 22.00		
25' - 50' Extension Cord			\$ 20.00				\$ 22.00		
100' Extension Cord			\$ 50.00				\$ 55.00		

ADDITIONAL ELECTRICAL SERVICES									
	# DAYS	Quantity	ADVANCE ORDER		# DAYS	Quantity	FLOOR ORDER		TOTAL PRICE
<b>SERVICES AVAILABLE:</b>									
30 AMPS EACH			\$ 290.00				\$ 319.00		
100 AMPS EACH			\$ 655.00				\$ 720.50		
200 AMPS EACH			\$ 1,305.00				\$ 1,435.50		
400 AMPS EACH			\$ 2,610.00				\$ 2,871.00		

**GENERAL INFORMATION:** Wall outlets or columns are not a part of the rental space and are not to be used. Charges for electrical service listed, do not include repair of outside equipment or any control wiring. Service does include power to one point and one connection. Motors of one-half horsepower or more must be equipped with a safety switch. If 24-hour service is required, please describe your requirements and our staff will furnish a quote. PSAV and/or Hyatt reserves the right to refuse connections where wiring constitutes a safety or fire hazard. All materials and equipment furnished by PSAV and/or Hyatt will remain the property of PSAV and/or Hyatt. Prices subject to change without notice.

**ELECTRICAL RATE SCHEDULE:** For request of more than 4 outlets, you must request a heavy duty service and specify the number of outlets required. Four outlets constitutes a 20 AMP circuit. NOTE: Please include a diagram of floodlight and outlet locations. Cable for dimmer boards or special outlets must be supplied by the exhibitor/outside co.

**SPECIAL SERVICE UNITS:** In those instances where your needs cannot be classified under either Standard Service or Heavy Duty Service, please describe your requirements. This work will be done and charged on a time and material basis.

**PAYMENT INFORMATION**

Electrical Subtotal \$ \_\_\_\_\_

Tax (8.125% of subtotal) \$ \_\_\_\_\_

Labor (estimated by PSAV) \$ \_\_\_\_\_

Electrical TOTAL \$ \_\_\_\_\_

MC \_\_\_ VISA \_\_\_ AMX \_\_\_ OTHER \_\_\_

CREDIT CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_ State/Province: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Country: \_\_\_\_\_

City: \_\_\_\_\_ CARD HOLDERS SIGNATURE \_\_\_\_\_

Zip Code: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_