



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	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		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 % 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 e mailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. 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.

MONITORS

		PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 24" Multi sync monitor	<input type="checkbox"/> Table Top Stand	<input type="checkbox"/> Single-Pole Stand			
<input type="checkbox"/> Advance		\$ 140			\$ _____
<input type="checkbox"/> On-site		\$ 195			\$ _____
<input type="checkbox"/> 46" LCD monitor	<input type="checkbox"/> Dual-post stand	<input type="checkbox"/> Table stand	<input type="checkbox"/> Speakers		
<input type="checkbox"/> Advance		\$ 250			\$ _____
<input type="checkbox"/> On-site		\$ 305			\$ _____
<input type="checkbox"/> 55" LCD monitor	<input type="checkbox"/> Dual-post stand	<input type="checkbox"/> Table stand	<input type="checkbox"/> Speakers		
<input type="checkbox"/> Advance		\$ 300			\$ _____
<input type="checkbox"/> On-site		\$ 425			\$ _____

AUDIO EQUIPMENT

		PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Wired microphone	<input type="checkbox"/> Handheld	<input type="checkbox"/> Lavalier			
<input type="checkbox"/> Advance		\$ 40			\$ _____
<input type="checkbox"/> On-site		\$ 60			\$ _____
<input type="checkbox"/> Wireless microphone	<input type="checkbox"/> Handheld	<input type="checkbox"/> Lavalier			
<input type="checkbox"/> Advance		\$ 150			\$ _____
<input type="checkbox"/> On-site		\$ 175			\$ _____
<input type="checkbox"/> Powered speaker (up to five 		<input type="checkbox"/> Advance			
<input type="checkbox"/> On-site		\$ 70			\$ _____
<input type="checkbox"/> On-site		\$ 100			\$ _____

ACCESSORIES

		PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Laptop		\$ 150			\$ _____
<input type="checkbox"/> Advance		\$ 175			\$ _____
<input type="checkbox"/> On-site					
<input type="checkbox"/> Black-and-white printer		<input type="checkbox"/> Advance			
<input type="checkbox"/> On-site		\$ 115			\$ _____
<input type="checkbox"/> On-site		\$ 155			\$ _____

INTERNET PRICING IS PER SHOW

		PRICE	QTY	TOTAL
<input type="checkbox"/> wired internet connection		\$ 165		\$ _____
<input type="checkbox"/> Advance		\$ 180		\$ _____
<input type="checkbox"/> On-site				
<input type="checkbox"/> wireless internet 		<input type="checkbox"/> Advance		
<input type="checkbox"/> On-site		\$ 85		\$ _____
<input type="checkbox"/> On-site		\$ 135		\$ _____
<input type="checkbox"/> Dedicated 				

Please contact PSAV for quote

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Puerto Rico Convention Center, 100 Convention Blvd., San Juan, PR 00907
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: mwaid@psav.com.

LIGHTING

		PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Up-light		\$ 45			\$ _____
<input type="checkbox"/> Advance		\$ 55			\$ _____
<input type="checkbox"/> On-site					

POWER PRICING IS PER SHOW

		ADV RATE	QTY	STD RATE	QTY	TOTAL
<input type="checkbox"/> 120V – 5 AMP		\$ 85		\$ 115		\$ _____
<input type="checkbox"/> 120V – 10 AMP		\$ 95		\$ 170		\$ _____
<input type="checkbox"/> 120V – 15 AMP		\$ 115		\$ 205		\$ _____
<input type="checkbox"/> 120V – 20 AMP		\$ 125		\$ 330		\$ _____
<input type="checkbox"/> 208V Single Phase						
<input type="checkbox"/> – 20 AMP		\$ 250		\$ 380		\$ _____
<input type="checkbox"/> 208V Single Phase		\$ 325		\$ 475		\$ _____
<input type="checkbox"/> – 30 AMP		\$ 520		\$ 635		\$ _____
<input type="checkbox"/> 208V Three Phase		\$ 475		\$ 520		\$ _____
<input type="checkbox"/> – 20 AMP		\$ 565		\$ 690		\$ _____
<input type="checkbox"/> 208V Three Phase		\$ 735		\$ 935		\$ _____
<input type="checkbox"/> – 30 AMP		\$ 20		\$ 30		\$ _____
<input type="checkbox"/> 25' AC cable		\$ 20		\$ 30		\$ _____
<input type="checkbox"/> Power strip						

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

SPECIAL REQUESTS

Please add any items not listed above that you require.

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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. _____

Ellis Quiles

Director, Event Technology - PSAV®

Puerto Rico Convention Center

100 Convention Blvd., San Juan, PR 00907

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www.english-test.net

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