



Caribe Royale Orlando All-Suite Hotel & Convention Center

8101 World Center Drive

Orlando, FL 32821-5408

PH: 407.238.0008 • FAX: 407.387.0155

EXHIBIT AUDIO VISUAL ORDER FORM

Ordering Instructions

The **Total Charge** per item is determined by multiplying the **Quantity** by the **Daily Rate** by the number of **Days Used**.

Please include applicable **Service Charge** and **Sales Tax** on equipment rental.

To guarantee equipment availability and the **Advanced Rate**, your order must reach us **7 days prior to delivery**. Orders received **less than 7 days prior to delivery** will be charged the **Onsite Rate**.

Operator labor, if requested, is subject to the prevailing hourly rate at a **5 hour minimum**.

On site additions are subject to additional labor.

CANCELLATIONS

- 1) Written cancellation of equipment ordered must be received **72 hours prior to delivery date** to avoid a **minimum one day charge**.
- 2) If services have already been provided at the time of cancellation, **100% of original charges will apply**.

TAX EXEMPT STATUS

If your organization is exempt from payment of sales tax, we require you to forward a **Consumer's Certificate of Exemption** issued by the **State of Florida** when submitting the **EXHIBIT AUDIO VISUAL ORDER FORM**. In accordance with Florida tax laws, sales tax exemption issued by a state other than the State of Florida will not be accepted.

Incomplete orders will not be processed, so please be sure to **clearly print** all required information. Orders received that are missing pertinent information (i.e. Show Name, Company Name, Ordered By Name, Telephone, Email Address, On-Site Contact Name, Booth Number, Delivery Date/Time, Pickup Date/Time, Payment Information) **will not be processed**.

Upon receipt of your completed **EXHIBIT AUDIO VISUAL ORDER FORM**, we will process the form and email you a **Quote** outlining your order **within 3 business days**. Your order is not complete until you sign, date and return the **Quote** to our on-site office via fax to **407.387.0155** or via email to thensinger@psav.com. You will receive a final confirmation of your order via email once we have received the signed and dated **Quote**. If you do not receive email confirmation **within 3 business days** after submission of the **EXHIBIT AUDIO VISUAL ORDER FORM** or the signed and dated **Quote**, please call our on-site office at 407.238.0008 for further information.

Orders received less than 7 days prior to the start of your event are subject to the ON SITE DAILY RATE. Special requests or additions please call 407.238.0008.

PLEASE NOTE THE FOLLOWING: PSAV® Presentation Services is prohibited from providing electrical equipment / service of any kind at this venue. This includes extension cords and / or power strips. You are responsible for ensuring electrical equipment / service has been ordered for your booth from the venue's exclusive electrical contractor. Contact your show manager for details on ordering electrical service for your booth.



PSAV® Presentation Services
**Caribe Royale Orlando All-Suite
 Hotel & Convention Center**
 8101 World Center Drive
 Orlando, FL 32821-5408

**EXHIBIT AUDIO
 VISUAL ORDER
 FORM**

PH: 407.238.0008 • FAX: 407.387.0155

TO ASSURE THE ACCURACY OF YOUR ORDER, PLEASE BE SURE TO COMPLETE ALL AREAS OF THE FORM!!

Equipment	Qty	DAILY RATE		Days Used	Total	Customer Information		
		Advanced	On Site					
Flipchart with Plain Paper Pad & 4 Markers		\$55.00	\$65.00			Event Name:		
Laser Pointer, Pen Type		\$25.00	\$35.00			Company:		
Whiteboard, 3'x4' on Stand with 4 Markers & Eraser		\$55.00	\$65.00			Address:		
Corkboard, 4'x8' on Stand with Box of 50 Push Pins		\$55.00	\$65.00			City:		
Audio Press Box - 16 Outputs		\$125.00	\$140.00			State:	Zip:	
Polycom Conference Speakerphone		\$150.00	\$175.00			Telephone # :		
15" Powered Speaker on Stand		\$115.00	\$140.00			Fax # :		
VHS Player/Recorder		\$90.00	\$100.00			Ordered By:		
DVD Player		\$90.00	\$100.00			Email :		
DVD/VHS Dual Deck		\$90.00	\$100.00			Orders received less than 7 days prior to the start of your event are subject to the ON SITE DAILY RATE . Special requests or additions please call 407.238.0008.		
Multistandard VHS Player (NTSC, PAL, SECAM)		\$200.00	\$225.00					
DVD Player/Color Display Package		\$245.00	\$290.00					
27" Color Monitor (NOT for computer use)		\$130.00	\$145.00			Ordering Instructions		
20" LCD Display Package w/ Table Stand		\$250.00	\$270.00					
32" LCD Display Package w/ Table Stand		\$550.00	\$600.00			<p>The Total Charge per item is determined by multiplying the Quantity by the Daily Rate by the number of Days Used.</p> <p>Please include applicable Service Charge and Sales Tax on equipment rental.</p> <p>TAX EXEMPT STATUS If you are exempt from payment of sales tax, we require you to forward a Consumer's Certificate of Exemption issued by the State of Florida. In accordance with Florida tax laws, sales tax exemption issued by a state other than the State of Florida will not be accepted.</p> <p>To guarantee equipment availability and advanced rate, this order should reach us 7 days prior to delivery.</p> <p>Operator labor, if requested, is subject to the prevailing hourly rate at a 5 hour minimum.</p> <p>On site additions are subject to additional labor.</p> <p>CANCELLATIONS 1) Written cancellation of equipment ordered must be received 72 hours prior to delivery date to avoid a minimum one day charge. 2) If services have already been provided at the time of cancellation, 100% of original charges will apply.</p>		
42" Plasma Display Package w/ Table Stand		\$750.00	\$800.00					
60" Plasma Display w/ Table Stand		\$1,500.00	\$1,600.00					
LCD/Plasma Display Floor Stand		\$100.00	\$125.00					
Scaling Video Switcher		\$200.00	\$250.00					
VGA Switcher		\$75.00	\$90.00					
VGA Distribution Amplifier		\$75.00	\$90.00					
Projection Cart / Projection Stand, Skirted		\$25.00	\$35.00					
HD LCD Projector Package - 3000 ANSI Lumens		\$600.00	\$625.00					
6'x6', 7'x7' or 8'x8 Tripod Screen - Skirted		\$55.00	\$70.00					
10' Cradle Screen, Skirted		\$125.00	\$150.00					
12' Cradle Screen, Skirted		\$150.00	\$175.00					
4 Channel Audio Mixer Package (mixer required for all house sound)		\$115.00	\$125.00					
Wired Microphone : Podium or Standing or Table or Lavalier		\$60.00	\$70.00					
Wireless Microphone Package : Handheld or Lavalier		\$185.00	\$200.00					
15" Powered Speaker on Stand		\$115.00	\$130.00					
Wireless Mouse Package		\$60.00	\$70.00					
Laptop Computer with Windows XP and MS Office		\$200.00	\$225.00					
Labor								
An equipment set/strike labor charge may be applicable for large orders. Please call for labor rate on orders of 2 or more items.					\$			
Rental Totals						Delivery Information		
EQUIPMENT/LABOR TOTAL					1	\$	On-Site Contact:	
SERVICE CHARGE (22% of line 1)					2	\$		
SUBTOTAL					3	\$	Booth #:	Room #
SALES TAX (6.5% of line 3)					4	\$	Delivery Date:	Time:
TOTAL DUE					5	\$	Pickup Date:	Time:
Method of Payment						Return for Processing		
Card Number:				PLEASE CHECK ONE		PSAV® Presentation Services Caribe Royale Orlando All-Suite Hotel & Convention Center 8101 World Center Drive Orlando, FL 32821-5408 PH: 407.238.0008 FAX: 407.387.0155		
_____ Exp. Date ___/___				American Express <input type="checkbox"/>				
Cardholder's Name: _____ (as appears on card)				Visa <input type="checkbox"/>				
Cardholders Signature: _____				MasterCard <input type="checkbox"/>				
PAYMENT IS DUE WHEN ORDER IS PLACED!								