

PSAV Presentation Services EXHIBITOR AUDIO VISUAL ORDER FORM

If you have a special request or need additional information or equipment, please call 505.771.6186

Video Equipment		Qty	DAILY RATE		Days	Total	Customer Information	
			Advanced	On Site	Used			
1/2" VHS Player with "end of tape" Repeat			\$85.00	\$102.00			Firm Name:	
DVD Player			\$110.00	\$132.00			Address:	
27" Color Monitor & VHS Player			\$165.00	\$198.00			City:	
27" Color Monitor & DVD Player			\$185.00	\$222.00			Ordered By:	
LCD Projector & Screen Package			\$495.00	\$594.00			Telephone #:	
32" Flat Panel Monitor/ DVD player Combo			\$325.00	\$390.00			Fax #:	
54" Rolling Cart w/Black Skirt			\$15.00	\$18.00			Email:	
Tripod Screens (5ft-8ft)			\$50.00	\$60.00			Advanced Rate - Must Be Received 14 Days Prior	
Audio Equipment		Qty	DAILY RATE		Days	Total	Ordering Instructions	
			Advanced	On Site	Used			
CD Player			\$85.00	\$102.00			☞ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.	
Wired Microphone: Handheld or Lavalier (circle one)			\$40.00	\$48.00			☞ Please include applicable Sales Tax on equipment rental. 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 (NM).	
Wireless Microphone: Handheld or Lavalier (circle one)			\$165.00	\$198.00			☞ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.	
Wired Microphone: Headset			\$80.00	\$96.00			☞ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.	
Powered Speaker with stand			\$75.00	\$90.00			☞ CANCELLATIONS:	
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Lavalier (circle one)			\$200.00	\$240.00			A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.	
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Lavalier (circle one)			\$300.00	\$360.00			B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.	
Other:								
Computer & Display Equipment		Qty	DAILY RATE		Days	Total		
			Advanced	On Site	Used			
19" Flat Panel Monitor			\$175.00	\$210.00				
20" Flat Panel Monitor			\$225.00	\$270.00				
32" Flat Panel Monitor			\$350.00	\$420.00				
42" Plasma Screen With Stand (Call for Avail.)			\$450.00	\$540.00				
50" Plasma Monitor (Call for Avail.)			\$600.00	\$720.00				
Laptop PC Computer with Microsoft Office			\$250.00	\$300.00				
High Speed Internet		Qty	DAILY RATE		Days	Total		
			Advanced	On Site	Used			
High Speed Internet - Wired Ethernet (Convention 1 Time Rate)			\$600.00	\$625.00				
High Speed Internet - Wireless (Convention 1 Time Rate)			\$400.00	\$425.00				
Electrical		Qty	DAILY RATE		Days	Total		
			Advanced	On Site	Used			
120 V AC Drop with 5 plug power strip			\$35.00	\$42.00				
120 V 60 Amp AC Quad Box			\$65.00	\$78.00				
Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED					Delivery Information	
EQUIPMENT TOTAL		1					On-Site Contact:	
DELIVERY/SETUP/PICKUP (22% of line 1)		2					Booth #:	Room #
SUBTOTAL		3					Delivery Date:	Time:
SALES TAX (6.125% of line 3)		4					Pickup Date:	Time:
TOTAL DUE		5						
Method of Payment		PLEASE CHECK ONE					Return for Processing	
Card Number: _____ Exp Date ____ / ____		American Express <input type="checkbox"/>					PSAV Presentation Services 1300 Tuyuna Trail Santa Ana Pueblo, NM 87004 PHONE:(505) 771-6186 FAX:(505) 771-6053	
Card Verification number _____		Visa <input type="checkbox"/>						
Cardholder's Name (as appears on card): _____		MasterCard <input type="checkbox"/>						
Cardholders Signature: _____		Check <input type="checkbox"/>						



Other Exhibitor Services Available at the Hyatt Regency Tamaya

Hyatt Regency Tamaya Security Officer - Rates Start @ \$50 Per Hour
Direct Inward Dial Telephone Service - \$65 per line, plus cost of calls

To inquire about these additional services, please contact the Hyatt Regency Tamaya directly at 505.771.6025. These charges will be billed to your guest room upon arrival at the Resort.