

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 15 % markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a five-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Applicable sales tax on equipment rental will be included on quote. Orders are not final until confirmed by PSAV.

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 Event Technology Support charges may apply and/or loss damage waiver fee.

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

1. Address Packages to: Hyatt Regency Grand Cypress, 1 Grand Cypress Blvd., Orlando, FL 32836
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: sales.hrgc@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 24" Multi sync monitor	\$			\$
■ 32" LCD monitor <input type="checkbox"/> Table stand	\$			\$
■ 55" LCD monitor <input type="checkbox"/> Dual-post stand	\$			\$
■ 70" or larger LCD monitor	Please contact PSAV for quote			

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Wired handheld microphone	\$			\$
■ Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$			\$
■ Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$			\$
■ Powered speaker <i>Up to five people</i>	\$			\$
■ Individual small powered speaker with computer audio interface <i>Up to five people</i>	\$			\$
■ Sound system ■ two speakers, two stands, one mixer, one wired microphone, computer audio interface ■ up to 20 people	\$			\$
■ 3-6 channel mixer	\$			\$

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Blu-ray player	\$			\$
■ Laptop	\$			\$
■ ClickShare Mini <i>Wireless AV collaboration switcher</i>	\$			\$

PROJECTION

	PRICE	QTY	DAYS	TOTAL
■ LCD projector	\$			\$
■ Tripod screen <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$			\$

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ LED accent light	\$			\$
■ LED wash light	\$			\$

RIGGING

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

INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Simple connection (up to 1 Mbps)	\$			\$
■ Superior connection (up to 3 Mbps)	\$			\$
■ Enhanced connection (up to 5 Mbps)	\$			\$
■ Wired connection (up to 3 Mbps)	\$			\$
■ Dedicated bandwidth	Please contact PSAV for quote			

POWER

	PRICE	QTY	DAYS	TOTAL
■ 120V – 5 AMP	\$			\$
■ 120V – 10 AMP	\$			\$
■ 120V – 15 AMP	\$			\$
■ 208V Single Phase – 20 AMP	\$			\$
■ 208V Single Phase – 30 AMP	\$			\$
■ 208V Single Phase – 60 AMP	\$			\$
■ 25' - 50' AC cable	\$			\$
■ 6-outlet power strip	\$			\$

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ Flipchart package	\$			\$
■ Post-it flipchart package	\$			\$
■ Phone line	\$			\$
■ Phone handset	\$			\$
■ _____	\$			\$

SPECIAL REQUESTS

Please add any items not listed above that you require.

TOTAL COSTS	PRICE
EQUIPMENT TOTAL	\$
SETUP & TEARDOWN (25% of Equipment Total)	\$
SALES TAX (6.5% tax, excluding HSA Services)	\$
TOTAL DUE	\$

If you have a special request or need additional equipment, please call 407.239.3820 or email sales.hrgc@psav.com.

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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. _____

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PSAV® Sales Team

Hyatt Regency Grand Cypress

1 Grand Cypress Blvd., Orlando, FL 32836

■ office: 407.239.3820 ■ email: sales.hrgc@psav.com

