



EXHIBITOR AUDIOVISUAL ORDER FORM
 Presentation Services
 2 Poydras Street
 New Orleans, LA 70043
 Phone: 504.592.8000 • Fax: 504.592.8001

Customer Information				Customer Information			
Company:		Event:		On Site Contact:		Cell Phone:	
Address:				Booth #:	Room #:	Email:	
City:		ST:	Zip:	Del. Date:	Time:	P/up Date:	Time:
Phone:		Fax:					

Computer Display Equipment	Qty	Rate/Day	# of Days	Total
50" Plasma Monitor		850		
42" Plasma Monitor		750		
20" SVGA Flat Screen Monitor		250		
18" SVGA Flat Screen Monitor		225		
21" SVGA Color Monitor		125		
Chrome Stand for Plasma Monitor		100		

Video Equipment	Qty	Rate/Day	# of Days	Total
VHS Player		50		
DVD Player		125		
27" Color Monitor		125		
20" Color Monitor/VHS Combo Unit		150		
54" Rolling Cart w/Black Skirt		25		

Audio Equipment	Qty	Rate/Day	# of Days	Total
CD Player		50		
Wired Microphone		30		
Wireless Microphone		150		
Powered Speaker w/Stand		85		
Sound System w/2 Powered Speakers, 2 Stands & Mixer		250		

Computer Packages	Qty	Rate/Day	# of Days	Total
Desktop/Tower PC - Call for Details		Call		
Laptop PC - Call for Details		Call		

<i>If you require any items not listed here, please contact our sales team at 504.592.8000.</i>	DELIVERY/SETUP	-----	\$50.00
	SALES TAX	11%	
	TOTAL	-----	

Method of Payment	PLEASE CHECK ONE	Return For Processing
Card Number: _____ Exp Date ____/____	American Express <input type="checkbox"/>	Fax to:
Cardholder's Name (As it appears on Card): _____	Visa <input type="checkbox"/>	PSAV
Cardholder's Signature: _____	MasterCard <input type="checkbox"/>	504.592.8001
	Check <input type="checkbox"/>	
	Bill to Room <input type="checkbox"/>	

► To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to the delivery date. Orders not received at least 3 days prior to requested delivery date will incur a 10% late order charge.
 ► Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
 ► TAX EXEMPT STATUS - If you are exempt from paying sales tax, we require an exemption certificate for the state in which the services are provided.
 ► CANCELLATIONS - A) Cancellation of ordered equipment must be received 48 hours prior to delivery date to avoid a minimum one day charge.
 B) If services have already been provided at the time of cancellation, a minimum of 50% of the original charges will be applied.