

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. Operator labor, if requested, is subject to the prevailing hourly rate with a four-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. 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.

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

1. Address Packages to: Little Rock Marriott, 3 Statehouse Plaza, Little Rock, AR 72201
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: jwjohnson@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 46" LCD monitor	\$ 405	___	___	\$ ___ 0
□ Dual-post stand				
■ 55" LCD monitor	\$ 560	___	___	\$ ___ 0
□ Dual-post stand				

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ CD player	\$ 60	___	___	\$ ___ 0
■ Wired handheld microphone	\$ 60	___	___	\$ ___ 0
■ Wireless microphone	\$ 180	___	___	\$ ___ 0
□ Handheld □ Lavalier				
■ Powered speaker	\$ 75	___	___	\$ ___ 0
■ 10-channel mixer	\$ 100	___	___	\$ ___ 0
■ 14-channel mixer	\$ 130	___	___	\$ ___ 0

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ DVD player	\$ 100	___	___	\$ ___ 0
■ Laptop	\$ 225	___	___	\$ ___ 0
■ Black-and-white printer	\$ 145	___	___	\$ ___ 0

PROJECTION

	PRICE	QTY	DAYS	TOTAL
■ LCD projector	\$ 375	___	___	\$ ___ 0
■ Tripod screen	\$ 80	___	___	\$ ___ 0
□ 6' □ 8'				

INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ 150	___	___	\$ ___ 0
■ Wireless internet connection	\$ 15	___	___	\$ ___ 0
■ Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ LED Up-light	\$ 50	___	___	\$ ___ 0

POWER

	PRICE	QTY	DAYS	TOTAL
■ 100 AMP – 3 Phase	\$ 360	___	___	\$ ___ 0
■ Exhibit Booth Power Strip	\$ 32	___	___	\$ ___ 0

RIGGING

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

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	___	___	\$ ___ 0
■ _____	\$ _____	___	___	\$ ___ 0
■ _____	\$ _____	___	___	\$ ___ 0
■ _____	\$ _____	___	___	\$ ___ 0
■ _____	\$ _____	___	___	\$ ___ 0

SPECIAL REQUESTS

Please add any items not listed above that you require.

Jeremy Johnson

Director, Event Technology - PSAV®

Little Rock Marriott

3 Statehouse Plaza, Little Rock, AR 72201

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