



**Exhibitor Concierge  
Audio Visual Request Form**

Disney's Exhibitor Concierge: 407-939-1717

CUSTOMER INFORMATION		
PLEASE PRINT OR TYPE		
Company:		
Address:		
City:	State	Zip:
Phone:	Fax:	
Contact:		

DELIVERY INFORMATION	
Convention Name:	
Booth #:	Email:
On-Site Contact/Cell:	
Delivery:	Pick-Up:
Date:	Date:
Time:	Time:

AV EQUIPMENT (*Service Fee)				
	Qty	Daily Rate	# of Days	TOTAL
(2) Powered Speakers with Mixer		\$205		\$
Wireless Microphone		\$160		\$
DVD or VHS Player		\$80		\$
54" AV Cart w/drape		\$20		\$
32" Monitor/TV		\$200		\$
LCD Projector 4000 lum		\$375		\$
4'-7" Tripod Screen		\$35		\$

RENTAL POLICY
All equipment to be in operating condition upon delivery. If a malfunction is experienced in operation, the problem must be reported immediately. We will replace or repair the equipment. We are not responsible for problems reported after the rental period. Clients are responsible for all items while in their use; this includes damage, loss, theft, or vandalism. Repair or replacement costs will be charged. Cancellation of Equipment: 48 hour notice of cancellation is required for rental equipment or a fee of 50% of the normal one day rental rate will be charged. If equipment is delivered, client will be charged the normal one-day rate. Prices are based on current rates and are subject to change without notice. All equipment is on a daily rate per-room/booth basis.

DISPLAY EQUIPMENT (* Service Fee)				
	Qty	Daily Rate	# of Days	TOTAL
17" LCD Flat Data Monitor		\$170		\$
21" LCD Flat Data Monitor		\$175		\$
42" Plasma Monitor w/stand		\$525		\$
50" Plasma Monitor w/stand		\$975		\$
Laptop 2Ghz/20gb/Win XP		\$175		\$
VGA Cable 25'-50'		\$20		\$
Wireless Keyboard & Mouse		\$55		\$

PAYMENT INSTRUCTIONS	
Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account.	
Card Type: <input type="checkbox"/> Amer. Ex <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	
Card #	Exp. Date:
Card holder name:	
Signature:	
Total Equipment Rental	\$
*20% Service Fee	\$
6.5% FL Sales Tax	\$
<b>TOTAL</b>	<b>\$</b>

Pricing is effective October 1, 2009 through September 30, 2010 and is subject to change.

**For additional custom quotes or for questions, contact:  
Phone 407-824-1773 Fax: 407-938-0592 Email: Exhibits.Contemporary@psav.com**

Equipment listed does not reflect our total inventory; please call for additional information and pricing.