



AV Order Form

AV Equipment	Daily Rate					Customer Information
	Qty	Advance	On-Site	# Days	Total	
LCD 3K projector package / 8 ft tripod screen		\$ 755.00	\$ 815.00			Event name: The Forum for Integrative Medicine
Support package / 8 ft tripod screen		\$ 275.00	\$ 300.00			
46" Monitor on floor stand		\$ 605.00	\$ 655.00			Company name:
55" Monitor on floor stand		\$ 805.00	\$ 880.00			
80" Monitor on floor stand		\$ 1,430.00	\$ 1,600.00			Address:
Breakout sound system /1 wired microphone		\$ 275.00	\$ 300.00			
Clearone Wireless speakerphone		\$ 180.00	\$ 200.00			City:
Post-it Flipchart w/ markers		\$ 96.00	\$ 115.00			State: _____ Zip: _____

Labor charges might apply - Call for other AV needs.

Office/Computer Equipment	Daily Rate					Ordering Instructions
	Qty	Advance	On-Site	# Days	Total	
Laptop computer		\$ 250.00	\$ 275.00			<p>To guarantee equipment availability and advance rate, this order should reach us before 3/23/2020</p> <p>Operator labor, if requested, is subject to prevailing hourly rate with a 5-hour minimum.</p> <p>Cancellation of ordered equipment must be received 48 hours prior to delivery date to avoid a minimum 1-day charge.</p> <p>25% services will apply to all orders. An optional 4% loss damage waiver will be added to the order to cover equipment that might be lost, broken, or stolen.</p> <p>All orders are subject to Washington state sales tax.</p> <p>Credit card payment is due when order is placed. Credit card information cannot be delivered via email to protect your security. Payment details will be arranged by PSAV after this order is received.</p>
B&W laser printer / 1 ream of paper		\$ 210.00	\$ 235.00			
Color laser printer / 1 ream of paper		\$ 445.00	\$ 485.00			
Additional ream of paper (500 pages)		\$ 20.00	\$ 25.00	n/a		
Labor charges might apply - Call for other office/computer needs.						

Electrical Services	Daily Rate				
	Qty	Advance	On-Site	# Days	Total

5 Amp w/ 1 PS/AC (COVERED BY GROUP)	X	x	x	X	XX
10 Amp w/ 1 PS/AC (Exhibitor only)		\$ 127.00	\$ 145.00		
Doghouse w/ 3X20 Amp out		\$ 490.00	\$ 270.00		
30 Amp 3-phase w/ 6X15Amp out		\$ 660.00	\$ 535.00		
200 Amp 3-phase (Ballrooms only)		\$ 1,620.00	\$ 1,850.00		
200 Amp Clearview Distro with 50' CAM Cables		\$ 670.00	\$ 725.00		
Additional powerstrip & AC extension cord		\$ 42.00	\$ 50.00		

Labor charges might apply - Call for additional power needs.

Neither the Hyatt Regency, PSAV, nor their contractors or subcontractors are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection, install a surge protector/undervoltage protector on your computer(s) and/or other equipment as you deem necessary. Electrical contractors for the Hyatt Regency/PSAV should make all installation connections to all electrical services. The Hyatt Regency nor PSAV will be responsible for any damage or loss of equipment, component, hardware or software and/or injury to any person caused by the installation, connection to or plugging into any electrical outlet by personnel other than Hyatt Regency, PSAV or authorized agents.

High Speed Internet Access	Qty	Daily Rate	Weekly Rate (3-day+)	# Days	Total
WiFi up to 3Mbps Shared bandwidth (per user/device)		\$ 30.00	\$ 90.00		
Wired up to 2Mbps Shared bandwidth (per line)		\$ 190.00	\$ 570.00		
3Mbps Dedicated bandwidth	n/a	\$ 1,100.00	\$ 3,300.00		
5Mbps Dedicated bandwidth	n/a	\$ 1,835.00	\$ 5,505.00		
10Mbps Dedicated bandwidth	n/a	\$ 3,675.00	\$ 11,025.00		
20Mbps Dedicated bandwidth	n/a	\$ 6,370.00	\$ 19,110.00		

Labor charges might apply - Call for bandwidth options and special network configuration.

Delivery Information	
On-site contact:	
Meeting room/Booth #:	
Setup date: 3/26/20	Time:
Event start date: 3/27/20	Time:
Event end date: 3/28/20	Time:

Return For Processing



To place your order, email this document to: dkoch@psav.com