



**Sheraton**  
DALLAS HOTEL



## EXHIBITOR POWER AND AV REQUEST FORM

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY:			

**➤ If you have a special request or need additional equipment, please call 214.303.4166. Fax completed form to 214.303.4148**

POWER	ADVANCED ORDER RATE	ON-SITE ORDER	QTY	TOTAL
1,000 Watts (10 Amps)	\$178.62	\$189.44		
2,000 Watts (20 Amps)	\$247.62	\$262.50		
25' Grounded Extension Cord	\$29.32	\$36.32		
6-Outlet Power Strip	\$29.32	\$36.32		

*Power rates include Power Usage for run of expo, Labor, Service Charge and Sales Tax*

### EQUIPMENT RENTAL PRICING IS PER DAY.

VIDEO / DATA DISPLAY	ADVANCED ORDER DAILY RATE	ON-SITE ORDER DAILY RATE	QTY	×	DAYS	=	TOTAL
Laptop Computer	\$250	\$300					
Display Cable: VGA, HDMI, etc.	\$32	\$37					

ACCESSORIES	ADVANCED ORDER DAILY RATE	ON-SITE ORDER DAILY RATE	QTY	×	DAYS	=	TOTAL
54" AV Cart w/ Skirt	\$65	\$115					

VIDEO / DATA DISPLAY	ADVANCED ORDER DAILY RATE	ON-SITE ORDER DAILY RATE	QTY	×	DAYS	=	TOTAL
32" LCD Monitor	\$265	\$315					
46" LED TV w/ Floor Stand	\$605	\$655					
60" LED TV w/ Floor Stand	\$865	\$915					

All PSAV services are subject to our property's 25% service charge. Above prices do not reflect labor charges which may apply. All rates are subject to an 8.25% sales tax. All prices listed are per room per day.

For 208v power, 3 Phase power, banner hanging or any equipment not listed above, please call 214.303.4166

### ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 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. Please include applicable Sales Tax on equipment rental.

**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:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor and/or service charges may apply, and/or loss damage waiver.**





**Credit Card Consent Form**

**PSAV LOCATION NUMBER:** 3707 **Property Name:** Sheraton Dallas

**Company Name:** \_\_\_\_\_

**Cardholder Name:** \_\_\_\_\_  
*(As it appears on credit card)*

**Cardholder Billing Address:** \_\_\_\_\_  
*(Only numeric portion required)*

**Cardholder email address:** \_\_\_\_\_

**Cardholder's Phone Number:** \_\_\_\_\_

**Credit Card Type:** *American Express* \_\_\_\_\_ *Discover* \_\_\_\_\_ *MasterCard* \_\_\_\_\_ *Visa* \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **Zip Code (REQUIRED):** \_\_\_\_\_

**(PSAV use only) Invoice/Order Number(s):** \_\_\_\_\_

**I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the corresponding order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_