



BOCA RATON RESORT & CLUB

A WALDORF ASTORIA RESORT

AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE: Site Solutions Summit (SCRS)	START DATE: 10/14/16	END DATE: 10/16/16	# EVENT DAYS: 3
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:			

NOTE: Summit Exhibitors will be charged for only 2 of the 3 days for PSAV

➤ If you have a special request or need additional equipment, please call 561-447-3304. Email completed bsbrown@PSAV.COM

****ALL CHARGES BASED ON DAILY RATE****

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$75
Blu-Ray Player/Recorder		\$155
AUDIO EQUIPMENT	QTY	PRICE
CD Player		\$75
Individual Small Powered Speaker (up to 5 people)		\$95
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$450
CUSTOM ITEMS	QTY	PRICE
Laptop (PC)		\$250
65" LED Monitor		\$975
Wireless Mouse (Clicker)		\$65
		\$
IT/INTERNET	QTY	PRICE
HardWire Internet Connection		\$225
Wireless Internet Connection		\$170
Phone with Hard Line		\$90

MONITORS	QTY	PRICE
19" LED Monitor w/ Table Stand (Wallmount; Single Pole Stand)		\$165
46" Monitor (Dual Post Stand, Table Stand, Speakers)		\$550
55" Monitor (Dual Post Stand, Table Stand, Speakers)		\$865
POWER	QTY	PRICE
120V - 10 AMP		\$85
208V Single Phase - 20 AMP		\$140
208V Three Phase - 60 AMPs		\$455
25' AC Cable		\$20
Power Strip		\$20

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.

23% Event Technology Support charge will be added to all orders.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. Boca Raton Resort & Club
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: Boca Raton Resort & Club
501 East Camino Real, Boca Raton Fl 33442

SPECIAL REQUESTS Please add any items not listed above that you require.





Credit Card Consent Form

PSAV LOCATION NUMBER: _____ Property Name: _____

Credit Card Type: American Express _____ Discover _____ MasterCard _____ Visa _____

Credit Card Number: _____

Expiration Date: _____

Cardholder's Name: _____

(As it appears on credit card)

Cardholder Billing Address: _____ Zip Code (REQUIRED): _____

(Only numeric portion required)

Cardholder email address: _____

Cardholder's Phone Number: _____

Customer Name: _____

(Name as it should appear on the invoice)

Invoice/Order Number(s): _____ Customer PO: _____

(If a PO # is not provided use loc # and Order ID XXXX XXXX)

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 attached 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 _____