



AUDIOVISUAL SERVICES

From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV's event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.

POPULAR PACKAGES

Meeting Room Projector Package - \$660

- AV Cable Lot
- LCD Projector
- Projection Stand
- Tripod Screen

Projection Support Package - \$180

- AV Cable Lot
- Projection Stand
- Tripod Screen

Ballroom Projector Package - \$1,435

- AV Cable Lot
- Ballroom LCD Projector
- Projection Stand
- 9' x 12' Fast-Fold® Screen

Flip Chart Package - \$70

- Flip Chart Easel
- Flip Chart Pad
- Markers

Post-it® Flip Chart Package - \$90

- Flip Chart Easel
- Post-it® Flip Chart Pad
- Markers

POPULAR COMPONENTS

Conference Speaker Phone	\$170
Laptop Computer	\$240
LED Wash Light	\$85
Powered Speaker	\$110
Presidential Microphone	\$85
Wired Microphone	\$65
Wireless Microphone	\$190
4-Channel Mixer	\$70
12-Channel Mixer	\$150
32" LCD Monitor	\$260
46" LCD Monitor	\$525
8' Tripod Screen	\$90
6' x 8' Fast-Fold® Screen	\$235
7' 6" x 10' Fast-Fold® Screen	\$275
9' x 12' Fast-Fold® Screen	\$315
6' x 10' 5" Fast-Fold® Screen	\$350
7' 6" x 13' 4" Fast-Fold® Screen	\$390
9' x 16' Fast-Fold® Screen	\$430

STANDARD LABOR RATES

Setup / Strike	\$80/hr.
Event Operation	\$90/hr.

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV® solutions may be subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

For more information, contact your PSAV representative at: 404.365.6469
or visit us on the Web at: partner.psav.com/TheWestinBuckhead





The Westin Buckhead Atlanta EXHIBITOR ORDER FORM

3391 Peachtree Road, NE, Atlanta GA 30326
Email: lcroft@psav.com Fax: 404.842.1613

NEW CONTACT:
Roumain Brown
robrown@psav.com
Telephone 404-365-6476

CUSTOMER INFORMATION		
Company Name:	Show Name	Booth #
Billing Name:	Show Dates: _____ / _____ to _____ / _____	
Billing Street Address:	Set by time: _____	Strike time: _____
City, State & Zip	Telephone:	
Contact Name	On-site (or cell) Telephone:	
E-Mail Address:	Fax Number:	

SERVICE DESCRIPTION	QTY	X	RATE	X	# OF DAYS	=	TOTAL
High-Speed Internet Access (Shared Bandwidth)							
Wired Ethernet Connection (Single user/device, Non-routable IP)	1	x	\$150.00	x	1	=	\$0.00
Wireless Network Connection (Single user/device, Non-routable IP)	1	x	\$75.00	x	1	=	\$0.00
Additional users/devices (Non-routable IP)	1	x	\$50.00	x	1	=	\$0.00
Electrical Services							
20 amp (120 volt) Standard Connection (incl. extension cord & power strip)	1	x	\$75.00	x	1	=	\$0.00
60 amp connection (Cables and PD not included)	1	x	\$320.00	x	1	=	\$0.00
100 Amp Drop (Ballroom only. Cables and PD not included)	1	x	\$520.00	x	1	=	\$0.00
200 Amp Drop (Ballroom only. Cables and PD not included)	1	x	\$1,020.00	x	1	=	\$0.00
Equipment Rental							
Laptop Computer (Windows XP/Office XP)	1	x	\$240.00	x	1	=	\$0.00
High Speed B/W Laser Printer (30ppm or faster)	1	x	\$165.00	x	1	=	\$0.00
Color Laser Printer (22ppm)	1	x	\$395.00	x	1	=	\$0.00
17" LCD Computer Monitor	1	x	\$140.00	x	1	=	\$0.00
20" LCD Computer Monitor	1	x	\$140.00	x	1	=	\$0.00
32" LCD Video Monitor (with stand)	1	x	\$330.00	x	1	=	\$0.00
42" Plasma Video Monitor (with Stand)	1	x	\$475.00	x	1	=	\$0.00
50" Plasma Video Monitor (with Stand)	1	x	\$595.00	x	1	=	\$0.00
LCD Projector Package (1500 Lumens, Tripod Screen, Cart & Cables)	1	x	\$550.00	x	1	=	\$0.00
Tripod Screen	1	x	\$90.00	x	1	=	\$0.00
DVD Player	1	x	\$90.00	x	1	=	\$0.00
25' VGA Cable	1	x	\$25.00	x	1	=	\$0.00
Exhibitor Booth Speaker System	1	x	\$153.00	x	1	=	\$0.00
Wired Microphone	1	x	\$65.00	x	1	=	\$0.00
Wireless Microphone Please Circle: LAVALIERE (CLIP-ON) or HANDHELD	1	x	\$190.00	x	1	=	\$0.00
4 Channel Audio Mixer	1	x	\$70.00	x	1	=	\$0.00
Laptop/iPod Audio Connection	1	x	\$50.00	x	1	=	\$0.00
Small Stereo Speakers (for Laptop or iPod)	1	x	\$80.00	x	1	=	\$0.00
CD Player (Speakers not included)	1	x	\$80.00	x	1	=	\$0.00
Flipchart Package (Stand, Pad, 4 Markers)	1	x	\$70.00	x	1	=	\$0.00
Cable Television Feed	1	x	\$250.00	x	1	=	\$0.00
Additional Fees							
LATE ORDER FEE, per order (Order received less than 7 days prior to move-in)	1	x	\$150.00	x	1	=	\$0.00
ON-SITE ORDER FEE, per order (Order received after move-in)	1	x	\$200.00	x	1	=	\$0.00

If you do not see something that you need please contact PSAV

SUBTOTAL =		\$0.00
SERVICE CHARGE =	Minimum of \$50.00	24% \$0.00
GEORGIA SALES TAX =		8% \$0.00
ESTIMATED GRAND TOTAL =		\$0.00

Exhibitors Agreement- Please Read

Repeat delivery and or pick up will result in additional labor costs. Please be present at booth During Specified Delivery Times.

CANCELLATIONS: Any order cancelled with less than 24 hrs. notice is subject to labor and 1 day rental charge.

Additional equipment is available. Please call to speak with one of our representatives.

Prices quoted are DAILY RATES. Prices and Availability subject to change without notice.

Any lost, stolen or damaged equipment is the sole responsibility of the renter and renter agrees to pay the full cost to replace equipment.

Attached Credit Card Consent Form must be filled out for all orders.



Credit Card Consent Form / Security Deposit

Credit Card Type:

AMEX

Visa - MC - Diners Club

Discover

Credit Card Number: _____

Exp Date: _____

Security Code: _____

Customer PO (if required or Purchase card used #) _____

Cardholder's Name: _____

Cardholder's Phone Number: _____

Cardholder's email address: _____

Cardholder's Billing Address: _____

State and Zip Code: _____

Customer Name to be Invoiced: _____

Cancellation Policy

Cancellations received less than **30 days** but more than **15 days** prior to the Event shall be subject to a cancellation charge equal to **50%** of the total estimate of charges described on the most recent proposal submission. Cancellations received at least **15 days but** more than **72 hours** prior to the first day of the Event, shall be subject to a cancellation charge equal to **75%** of the entire estimate of charges contained in the most recent version of the proposal. Cancellations received **72 hours or less** before the first day of the Event, or after equipment has departed from its storage facility will be subject to a cancellation charge equal to **100%** of the total estimate of charges described on the most recent version of the proposal. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event and/or cancels the provision of audiovisual equipment and services by PSAV. Cancellation fees, including fees to cover any incurred costs, shall be due immediately upon any such cancellation by Customer.

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.

Signature _____ Date: _____