



**HYATT
REGENCY**

CRYSTAL CITY
AT REAGAN NATIONAL AIRPORT



AUDIOVISUAL EXHIBITOR SERVICES

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:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 703.413.6746. Email completed form to 3590crystalcity@psav.com

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.

VIDEO/DATA DISPLAY	QTY	PRICE	AUDIO EQUIPMENT	QTY	PRICE
DVD Player		\$ 100	CD Player		\$ 95
LCD Projector		\$ 480	Individual Small Powered Speakers		\$ 85
			Sound System: (2) speakers (2) stands (1) Mixer (1) Wired Microphone		\$ 600
CUSTOM ITEMS	QTY	PRICE	MONITORS	QTY	PRICE
Easel		\$ 25	32" LCD Monitor (Table Stand, Speakers and Power)		\$ 475
Flipchart w/Post-It Paper and Markers		\$ 110	40" Monitor (Dual Post Stand, Table Stand, Speakers and Power)		\$ 600
Fax Machine		\$ 125	46" Monitor (Dual Post Stand, Speakers and Power)		\$ 750
Black and White Printer		\$ 290	ACCESSORIES	QTY	PRICE
Color Printer		\$ 480	Tripod Screens: 5', 6', 7' or 8'		\$ 100
Laptop		\$ 290	42"- 54" Rolling Cart w/Black Skirt		\$ 70
Adapters		\$ 50			
HDMI Cables		\$ 50			
		\$			

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.

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

