



MARRIOTT
WESTFIELDS
WASHINGTON DULLES



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH NO.:
STREET ADDRESS:	CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
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 703.818.3693. Email completed form to cmcdermott@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	MONITORS	QTY	PRICE
LCD Projector		\$ 480	32" LCD Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 250
Blu-ray Player/Recorder		\$ 80	46" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 400
AUDIO EQUIPMENT	QTY	PRICE	55" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 600
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 200	ACCESSORIES	QTY	PRICE
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 255	Tripod Screens: 5', 6', 7' or 8'		\$ 90
4-Channel Mixer		\$ 145	INTERNET ACCESS	QTY	PRICE
CUSTOM ITEMS	QTY	PRICE	Wired Internet Connection		\$ 190
		\$	Wireless Internet Connection		\$ 35
		\$	Dedicated Bandwidth	Please contact PSAV for quote	
		\$	POWER	QTY	PRICE
		\$	208V Three Phase - 100 AMPs		\$ 500
		\$	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 four-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.

SHIPPING INSTRUCTIONS

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

1. The Westfields Marriott Washington Dulles
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: 14750 Conference Center Drive, Chantilly, VA 20151

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

