



EXHIBITOR AUDIO VISUAL ORDER FORM

Hyatt Regency Atlanta

265 Peachtree Street NE , Atlanta, GA 30303

Phone: 404-460-6550 Fax:404-460-6564

Video Components		Qty	Advance Daily Rate	On-Site Daily Rate	Days Used	Total	Customer Information		
DVD Player			\$85.00	\$100.00			Show Name:		
20" LCD Flat Screen Monitor w/ Table Stand			\$130.00	\$150.00			Firm Name:		
32" Flat Panel Monitor w/ Stand			\$300.00	\$345.00			Address:		
42" Flat Panel Monitor w/ Stand			\$410.00	\$470.00					
Video Packages			Advance Daily rate	On-Site Daily rate			City:		
Meeting Room LCD Projector Package - Tripod Screen			\$670.00	\$770.00			State:	Billing Zip Code:	
Meeting Room Support Package - Tripod Screen			\$200.00	\$230.00			Ordered By:		
Meeting Room Support Package - 6x8 Fast Fold			\$325.00	\$375.00			Email:		
Computer Components		Qty	Advance Daily Rate	On-Site Daily Rate	Days Used	Total	Telephone #:		
Laptop Computer			\$230.00	\$265.00			Fax #:		
HSIA Wireless Connection - Each			\$45.00	\$75.00			For special requests or additional equipment, please call 404-460-6550		
HSIA Wired Connection			\$170.00	\$200.00					
Bandwidth requirements? Please call.									
Audio Equipment		Qty	Advance Daily Rate	On-Site Daily Rate	Days Used	Total	<p>The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.</p> <p>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.</p> <p>To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.</p> <p>Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.</p> <p>On site additions are subject to additional labor.</p> <p>CANCELLATIONS:</p> <p>A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.</p> <p>B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.</p> <p>Responsibility:</p> <p>Any lost, stolen or damaged equipment is the sole responsibility of the renter and renter agrees to pay the full cost to replace equipment.</p>		
Single Disc CD Player			\$70.00	\$80.00					
4-Channel Mixer			\$60.00	\$70.00					
Wired Microphone: Handheld			\$55.00	\$65.00					
Wireless Microphone: Handheld or Lavalier (circle one)			\$155.00	\$180.00					
Powered Speaker with stand			\$110.00	\$125.00					
Sound System with (2) powered speakers, (2) stands, 4 Ch mixer and (1) Wired Microphone: Handheld			\$400.00	\$460.00					
Sound System with (2) powered speakers w/ stands, mixer, (1) Wireless Microphone: Handheld or Lavalier (circle one)			\$500.00	\$575.00					
Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED							
EQUIPMENT TOTAL						1			
24% Service Charge						2			
SUBTOTAL						3			
SALES TAX (8%) of line3						4			
TOTAL DUE						5			
Method of Payment		PLEASE CHECK ONE							
Card Number:								<p>Responsibility:</p> <p>Any lost, stolen or damaged equipment is the sole responsibility of the renter and renter agrees to pay the full cost to replace equipment.</p>	
CCV:		Exp Date:							
		Visa							
		MasterCard							
Cardholder's Name (as appears on card):		AMEX							
		Check							
Cardholders E-Mail Address:									
Cardholders Signature:									
If you would like equipment not listed, please call us for a detailed quote. 404-460-6550								Delivery Information	
Special Instructions:		On-Site Contact:							
		Booth #:		Room #:					
		Delivery Date:		Time:					
		Pickup Date:		Time:					
		Component #:		Job #:					
Return for Processing									
<p>Presentation Services Audio Visual a part of the Audio Visual Services Corporation HYATT REGENCY ALTANTA 265 Peachtree St. NE , Atlanta GA 30303 Phone: 404-460-6550 ; Fax: 404-460-6564</p>									