

EXHIBITOR ORDER FORM

2500 Calvert Street NW
 Washington, DC 20008
 Phone: (202) 797-8317
 Fax: (202) 797-2840



CUSTOMER INFORMATION		
Company Name:	Show Name	Booth #
Billing Contact Name:	Show Dates:	
Billing Street Address:	City, State & Zip	
E-Mail Address:	Fax Number:	
On-Site Contact Name	On Site Contact Cell Phone:	

HIGH SPEED INTERNET SERVICE

PLEASE CALL FOR A CUSTOM QUOTE ON: Internet Cafés, Custom Firewalls, T1 or higher access, Video Streaming, Video Conferences, Wireless Access, Point-To-Point Tunneling VLAN's, Color Laser Printers, and any other special needs you may have.

Standard SHARED Internet Services	QTY	X	RATE	=	TOTAL
HIGH SPEED INTERNET - First Day (Dynamic IP Address)		x	\$695.00	=	
- Each Additional Day		x	\$300.00	=	
Additional Computer hookups sharing this line (per computer, per day)		x	\$125.00	=	
Static IP Address Surcharge (Per Computer, Per Day)		x	\$125.00	=	

Equipment Rental

Dell D610 Laptop w/Windows XP		x	\$200.00	=	
B/W Laser Printer		x	\$225.00	=	

AUDIO/VISUAL

PLEASE CALL FOR A CUSTOM QUOTE ON: Overhead Projectors, Slide Projectors, Sound Systems, Large or Small Screens, 42" and 50" Plasma Monitors, Cassette Decks, Press Mult Boxes, and any other special needs you may have.

27" Television, VCR (with Auto Repeat), and 54" Draped Cart (per day)		x	\$295.00	=	
27" Television, DVD Player (with Auto Repeat), and 54" Draped Cart (per day)		x	\$295.00	=	
17" Flat Screen LCD COMPUTER MONITOR with 6' VGA Cable (per day)		x	\$175.00	=	
20" Flat Screen LCD COMPUTER MONITOR with 6' VGA Cable (per day)			\$225.00	=	
20" CRT COMPUTER MONITOR with 6' VGA Cable (per day) (Note: Large and Bulky)		x	\$125.00	=	
LCD Projector, Tripod Screen, Draped 34" Cart, and all necessary VGA cables		x	\$795.00	=	

Additional Fees

LATE ORDER FEE (If order is received less than 21 days prior to move-in)		x	\$200.00	=	
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ALL ORDERS MUST BE PRE-PAID

Circle One: MasterCard Visa AMEX Check Enclosed

Card Number: _____

Expiration Date: ____ / ____

Cardholders Name:

Cardholders Signature:

SUBTOTAL	=	
SERVICE CHARGE (SUBTOTAL X 18%)	=	
SALES TAX (SUBTOTAL X 5.75%)	=	
ESTIMATED GRAND TOTAL	=	

PSAV USE ONLY:

Helios Input Date: _____ BY: _____

DRO #: _____ JOB ORDER: _____

ICC Processed Date: _____ BY: _____

Please Note: If you are tax exempt please fax your tax exempt certificate with this order form.

ALL EQUIPMENT CANCELLATIONS MUST BE RECEIVED AT LEAST 48 HOURS BEFORE THE START OF YOUR SHOW TO AVOID A ONE DAY MINIMUM CHARGE.

Unusual or complicated setups may incur additional labor charges @ \$65 or more per hour

