



EXHIBITOR AUDIO/VISUAL ORDER FORM

Rancho Las Palmas Resort & Spa
 41-000 Bob Hope DR
 CA 92270
 Rancho Mirage
 Tel 760-862-4598 Fax 760-862-4596

BILLING ATTENTION

CONFERENCE

Company: _____ Organization: _____
 Address: _____ Location: _____
 Booth # : _____
 Attn: _____ Delivery Date: _____ Time: _____
 Phone: _____ Pickup Date: _____ Time: _____
 Fax: _____ Lodging At: _____
 On-Site Rep: _____ Special Notes: _____
 Email _____

* Complete this form and mail or fax to the address or fax number below *

QTY	EQUIPMENT PACKAGES (multiply daily rate x number of usage days)	# OF DAYS	Daily Rate	Total
	VIDEO PACKAGE #1 (DVD- VHS PLAYER, 20" COLOR MONITOR, CART/STAND, CORD		\$250.00	
	VIDEO PACKAGE #2 (DVD-VHS PLAYER, 32" COLOR MONITOR, CART/STAND, CORD		\$350.00	
QTY	SINGLE ITEMS (multiply daily rate x number of usage days)			
	Power per 20 AMP		\$50.00	
	T1 Internet		\$295.00	
	DID Line (phone or fax)		\$125.00	
	Tripod Screen		\$75.00	
	18" XGA (1024x768) Color Monitor (PC or MAC)		\$175.00	
	32" Color Data Monitor Flat Panel with cart		\$300.00	
	50" Color Data Monitor Flat Panel with cart		\$500.00	
	SVGA (800X600) Data Projector (1300 lumens)		\$250.00	
	XGA (1024x768) Data Projector (3500 lumens)		\$625.00	
	Other call for quote			

Please call with specific needs for other a/v equipment and all computer rentals

* Prices do not include a 22% setup/technician fee.

Rehearsal and specific setup times @ \$55/hr., must be scheduled in advance.

The customer agrees to pay in full for loss or theft of any equipment provided by PSAV

Pre-payment must accompany all orders unless prior arrangements have been made.

*** Cancellation must be received in writing 48 hours prior to setup for full refund.

Check Enclosed
 Diner's Club
 Discover Card
 Visa
 Master Card
 American Express
 RLP Room Charge

Credit Card Number _____ Expiration Date: _____

Signature: _____ Date: _____

Equipment:	
Setup (22%):	
Tax: 7.75%	
TOTAL:	