

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	EMAIL ADDRESS		DELIVERY DATE
ORDERED BY	SIGNATURE		

I hereby authorize PSAV to charge my credit card for the total of the requested services and/or equipment as indicated on this form. I agree that should PSAV be unable to process this credit card, an alternate method of payment will be provided prior to the show.

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All order subtotals are billed a 40% Labor charge and 6.5% Sales Tax. All rental prices subject to a 15% markup if ordered day of. 100% payment must accompany each order. No orders will be processed without payment. An electronic receipt will be emailed to you.

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

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.

Form Submission – Email completed forms to:
sawgrasssales@psav.com.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including labor, drayage and tax.

MONITORS

	PRICE	QTY	DAYS	TOTAL
21" LCD monitor with table stand	\$ _____	_____	_____	\$ _____
32" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				
52" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand				

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
Wired handheld microphone	\$ _____	_____	_____	\$ _____
Wireless microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
Powered speaker with stand	\$ _____	_____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
Blu-ray/DVD player	\$ _____	_____	_____	\$ _____
Laptop	\$ _____	_____	_____	\$ _____

PROJECTION

	PRICE	QTY	DAYS	TOTAL
LCD projector	\$ _____	_____	_____	\$ _____
42"- 54" Rolling cart	\$ _____	_____	_____	\$ _____
Tripod screen	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 8'				

INTERNET

	PRICE	QTY	DAYS	TOTAL
Wired internet connection	\$ _____	_____	_____	\$ _____
Wireless internet connection	\$ _____	_____	_____	\$ _____
<i>Up to 8MB per user / device</i>				
Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING

	PRICE	QTY	DAYS	TOTAL
LED Accent light	\$ _____	_____	_____	\$ _____
Pin spot light	\$ _____	_____	_____	\$ _____

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____
_____	\$ _____	_____	_____	\$ _____

POWER

	PRICE	QTY	DAYS	TOTAL
120V – 5 AMP	\$ _____	_____	_____	\$ _____
120V – 10 AMP	\$ _____	_____	_____	\$ _____
120V – 20 AMP	\$ _____	_____	_____	\$ _____
208V Three Phase – 60 AMP	\$ _____	_____	_____	\$ _____
208V Three Phase – 100 AMP	\$ _____	_____	_____	\$ _____
208V Three Phase – 200 AMP	\$ _____	_____	_____	\$ _____

NOTE: Power is turned on within 30 minutes of show opening and off within 30 minutes of show closing.

**20 AMP service & below is single phase 120V & includes extension cord with power strip*

***60-200 AMP service is three phase*

****Specialized power services are available upon request*

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

SPECIAL REQUESTS

Please add any items not listed above that you require.

ORDER SUMMARY	TOTALS
Subtotal	\$ _____
40% Labor	\$ _____
6.5% Sales Tax	\$ _____
GRAND TOTAL	\$ _____



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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your wired internet drop(s) using **I** to signify internet drop. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using **P** to signify power drop as well as how many AMPs each power drop should have (e.g., 20A). If no location is indicated, the power drop will be placed in the middle back of the booth.

Power service examples based on connected device type:

- 5 AMP – Single portable device (Laptop/mobile device)
- 10 AMP – Same as 5 AMP plus Display Monitor
- 20 AMP – Same as 10 AMP plus Traditional Display Lighting (1 AMP per 100 Watt)

Adjacent Booth No. _____

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Adjacent Booth No. _____

Sawgrass Marriott Golf Resort & Spa
 1000 PGA Tour Blvd., Ponte Vedra Beach, FL 32082
 ■ office: 904.280.7032 ■ email: SawgrassSales@psav.com
venuepartners.psav.com/marriottsawgrass

