



Audio Visual
 Return Form To:
 650 Okeechobee Blvd.
 West Palm Beach, FL. 33401
 Attn: Exhibitor Services

PSAV
 Phone: 561-366-3000
 Fax: 561-366-3023
 Email: exhibitorservices@pbconventioncenter.com

To receive advance rate, orders and full payment must be postmarked 14 days prior to the first scheduled show date.

Event Name:					Booth #	
Exhibiting Company:				Dates - From:		To:
Address:				Ordered By:		
City:		State:	Zip Code:		E-Mail:	
Phone:			Cell:		Fax:	
Service Descriptions		Quantity	14 Day Advance Rate	Show Rate	x Number of Days	Total
Computers / Laptops						
Laptop			\$230.00	\$265.00		\$
Monitors / Display						
24" LCD Monitor with Desk Stand			\$225.00	\$260.00		\$
55" LCD Monitor with Floor Stand			\$585.00	\$675.00		\$
70" LCD Monitor with Floor Stand			\$830.00	\$955.00		\$
Data / Video Projection / Screens						
LCD Projector 3000 Lumen			\$415.00	\$480.00		\$
6' or 8' Tripod Screen with Black Skirt			\$80.00	\$92.00		\$
Audio Equipment						
Wireless Hand-held or Lav. Microphone			\$165.00	\$190.00		\$
Powered Speaker			\$90.00	\$104.00		\$
Accessory Equipment						
Display Easel			\$15.00	\$20.00		\$
Carts: 34"; 42"; 54"			\$20.00	\$24.00		\$
Flip Chart			\$65.00	\$75.00		\$
All AV equipment is subject to cancellation due to high demands. You will be notified of any cancellations.						
Equipment Total						\$
20% Install and Service Fee						\$
7% SALES TAX						\$
TOTAL						\$

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents. The PBCCC reserves the right to correct orders that have been figured incorrectly. Tax rates are subject to change without notice.

Signature: _____ Date: _____

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check Payable To: Palm Beach County Convention Center		
Account No: _____	Exp. Date (MM/YY) _____	Verification Code _____
Cardholder Name (Please Print) _____		
Authorized Signature*: _____		
Credit Card Billing Address: _____		
City/State/Zip: _____		

* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS

Palm Beach County Convention Center Data & Telecom Terms and Conditions

Payment:

The Palm Beach County Convention Center (PBCCC) must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advanced or without full payment will not receive the advanced rate, regardless of date of receipt from Show Management. Unpaid orders will NOT be installed. PBCCC accepts Visa, MasterCard, American Express and Checks.

Any additions or changes to your order, advanced or on-site, will require full payment before installation. Any Long Distance charges or replacement of damaged or missing equipment will be billed after the end of the event.

Rates and Labor Charges:

1. These rates only cover bringing service to your booth in the most convenient manner.
2. Rates do NOT include connecting equipment to provided services.
3. Special Placement or relocation of service will require labor charge.
4. Late or On-Site Orders: We can NOT guarantee service will be operable by the open of the show. Installation during show hours may require Show Management approval. No Discounts will be given.
5. All Prices are based on current rates and are subject to change without notice.

Installation, Disconnection and use of Service:

1. Orders paid in Full will be processed and installation completed in order of receipt whenever possible. Earliest orders usually receive highest priority
2. All Equipment provided will remain the property of the PBCCC and shall be disconnected and removed by out staff only. The exhibitor is responsible for replacement and or repair costs and all damages to equipment during the rental period. The rental period is from installation thought removal.

Please contact Exhibitor services via telephone or on-site at the exhibitor services booth for more information and a price quotation for any services you may need out IT dept to perform for you.

Cancellation Policy:

- If cancelled before installation and more that six (6) days prior to 1st show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1st show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

Legal Notice: The PBCCC is not responsible for damage to personal equipment and/or personal injury due to the misuse of provided services, Any tampering with AV equipment (Included, but not limited to) utility floor boxes, cabling, or rented equipment at any time may result in the disconnection of services and/or additional charges. The PBCCC can not be held responsible for any injuries or damages that may occur as a result of this tampering.