



# AUDIOVISUAL 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	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

### 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 rental prices subject to a 15% markup if ordered day of.

Operator labor, if requested, is subject to the prevailing hourly rate with a five-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**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: [marriottmarquissd@psav.com](mailto:marriottmarquissd@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 installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

### MONITORS

	PRICE	QTY	DAYS RENTED	TOTAL
■ 24” LED monitor with table stand	\$ _____	_____	_____	\$ _____
■ 32” LED monitor with table stand	\$ _____	_____	_____	\$ _____
■ 55” LED monitor	\$ _____	_____	_____	\$ _____
■ 90” LED monitor	Please contact PSAV for quote			

Marriott Marquis San Diego Marina  
333 W. Harbor Dr., San Diego, CA 92101  
■ office: 619.230.8311 ■ email: [marriottmarquissd@psav.com](mailto:marriottmarquissd@psav.com)  
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## AUDIO EQUIPMENT

	PRICE	QTY	DAYS RENTED	TOTAL
■ MP3 audio	\$ _____	_____	_____	\$ _____
■ Wireless microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
■ Wireless headset microphone	\$ _____	_____	_____	\$ _____
<i>Requires wireless microphone unit to operate</i>				
■ Powered speaker	\$ _____	_____	_____	\$ _____
<i>up to five people</i>				
■ Sound system	\$ _____	_____	_____	\$ _____
■ <i>two speakers, two stands, one mixer, one wired microphone</i>				
■ <i>up to 20 people</i>				

## LIGHTING

	PRICE	QTY	DAYS RENTED	TOTAL
■ Up-light	\$ _____	_____	_____	\$ _____

## COMPUTER & ACCESSORIES

	PRICE	QTY	DAYS RENTED	TOTAL
■ Laptop	\$ _____	_____	_____	\$ _____
■ Black-and-white printer	\$ _____	_____	_____	\$ _____

## RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

## CUSTOM ITEMS

	PRICE	QTY	DAYS RENTED	TOTAL
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____

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**NOTE: Advance Rate applies only if ordered 14 days prior to Exhibit load in. Standard Rates will apply to orders within 14 days.**

POWER	ADV RATE	QTY	STD RATE	QTY	TOTAL
■ 120V – 5 AMP	\$ _____	_____	\$ _____	_____	\$ _____
■ 120V – 10 AMP	\$ _____	_____	\$ _____	_____	\$ _____
■ 120V – 20 AMP	\$ _____	_____	\$ _____	_____	\$ _____
■ 208V Single phase – 20 AMP	\$ _____	_____	\$ _____	_____	\$ _____
■ 208V Single phase – 30 AMP	\$ _____	_____	\$ _____	_____	\$ _____
■ 208V Three phase – 20 AMP	\$ _____	_____	\$ _____	_____	\$ _____
■ 208V Three phase – 30 AMP	\$ _____	_____	\$ _____	_____	\$ _____
■ 25' AC cable	\$ _____	_____	\$ _____	_____	\$ _____
■ Power strip	\$ _____	_____	\$ _____	_____	\$ _____

### SPECIAL REQUESTS

Please specify connection type and any other items not listed that you require.

- Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.
- Your card will be charged approximately 1-3 days post show start date.
- PSAV will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment.
- The prevailing sales tax rate at the time the customer's credit card is charged will be applied.

ORDER SUMMARY	TOTALS
Equipment & Power	\$ _____
Event Technology Support (25%)	\$ _____
Loss Damage Waiver	\$ _____
Sales Tax (7.75%)	\$ _____
Labor	\$ _____
<b>TOTAL DUE</b>	<b>\$ _____</b>

To learn about our creative and production services, please contact your PSAV representative.

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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 internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. 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 exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. \_\_\_\_\_

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