



HYATT  
REGENCY®

BALTIMORE



# AUDIOVISUAL EXHIBITOR SERVICES

|                     |                       |                       |   |
|---------------------|-----------------------|-----------------------|---|
| NAME OF CONFERENCE: | START DATE:           | END DATE:             | # EVENT DAYS:   |
| COMPANY NAME:       | ON-SITE CONTACT NAME: | ROOM/EXHIBIT BOOTH #: |   |
| 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:         |                       |                       |   |

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

➤ If you have a special request or need additional equipment, please call 410.605.2813. Email completed form to [hrbexhibits@psav.com](mailto:hrbexhibits@psav.com)

**PRICING IS PER DAY. LABOR AND / OR SERVICE CHARGES MAY APPLY, AND / OR LOSS DAMAGE WAIVER.**

| VIDEO/DATA DISPLAY        | QTY | PRICE  |
|---------------------------|-----|--------|
| Blu-Ray Player / Recorder |     | \$ 165 |

| AUDIO EQUIPMENT  | QTY | PRICE  |
|--|-----|--------|
| Wired Handheld Microphone  |     | \$ 70  |
| Wireless Microphone Unit:<br><input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier |     | \$ 210 |
| Individual Powered Speaker   |     | \$ 120 |
| 4-Channel Mixer  |     | \$ 75  |

| GUEST PACKAGES | QTY | PRICE  |
|----------------|-----|--------|
| 0 - 5 lbs.     |     | \$ 0   |
| 6 - 20 lbs.    |     | \$ 10  |
| 21 - 50 lbs.   |     | \$ 25  |
| 51 - 100 lbs.  |     | \$ 50  |
| 101+ lbs.      |     | \$ 75  |
| Pallets        |     | \$ 200 |

| ACCESSORIES                      | QTY | PRICE |
|----------------------------------|-----|-------|
| Tripod Screens: 5', 6', 7' or 8' |     | \$ 95 |

| MONITORS                               | QTY | PRICE  |
|--|-----|--------|
| 24" Data Monitor                       |     | \$ 255 |
| 46" Monitor (Dual Post or Table Stand) |     | \$ 565 |

| INTERNET ACCESS              | QTY                           | PRICE  |
|------------------------------|-------------------------------|--------|
| Wired Internet Connection    |                               | \$ 200 |
| Wireless Internet Connection |                               | \$ 30  |
| Dedicated Bandwidth          | Please contact PSAV for quote |        |

| POWER   | QTY | PRICE  |
|---|-----|--------|
| Exhibit Booth Power: (1) 5 AMP power drop, (1) AC cable and (1) power strip |     | \$ 95  |
| 120V - 20 AMP   |     | \$ 150 |
| 25' AC Cable  |     | \$ 20  |
| Power Strip   |     | \$ 20  |

## ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 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.

**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.

### CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Prices are for exhibit floor only.**

## SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Hyatt Regency Baltimore
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 300 Light Street, Baltimore, MD 21202

## SPECIAL REQUESTS Please add any items not listed above that you require.

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

