



**Sheraton  
Grand**

NASHVILLE DOWNTOWN HOTEL



# AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH NO.:
STREET ADDRESS:	CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
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 615.999.3822. Email completed form to [jgeorge@psav.com](mailto:jgeorge@psav.com)

**PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 25% MARKUP IF ORDERED DAY OF.**

VIDEO/DATA DISPLAY	QTY	PRICE	MONITORS	QTY	PRICE
LCD Projector		\$ 480	22" Monitor with Table Stand		\$ 100
AUDIO EQUIPMENT	QTY	PRICE	46" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 250
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 200	55" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 350
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 250	INTERNET ACCESS	QTY	PRICE
ACCESSORIES	QTY	PRICE	Wired Internet Connection		\$ 190
Tripod Screens: 5', 6', 7' or 8'		\$ 90	Wireless Internet Connection		\$ 25
42"- 54" Rolling Cart w/Black Skirt		\$ 35	POWER	QTY	PRICE
MISCELLANEOUS ITEMS	QTY	PRICE	120V - 5 AMP		\$ 50
Laptop Computer		\$120	120V - 15 AMP		\$ 100
Apple TV		\$75	25' AC Cable		\$ 20
Wired Computer Speakers		\$25	Power Convenience Center (USB & Edison)		\$ 25
Bluetooth Speaker		\$50			
10' Video Cable		\$10			
25' Video Cable		\$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 four-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.

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

## SHIPPING INSTRUCTIONS

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

1. Sheraton Grand Nashville Downtown
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: 623 Union Street, Nashville, TN 37219

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


