



AV ORDER FORM
Sheraton Denver Downtown Hotel
 1550 Court Place Denver, CO 80202
 PHONE: (303) 352-2469 / FAX: (636) 680-5597



EVENT:	Insert Show Name	Company:	
Room assignment:	Setup time:	Event Days:	Event Strike:

*all items ordered will be scheduled to be set before end of exhibitor setup date - please fax this form to us at 636-680-5597

Items and Services	Unit Cost	Quantity	# Days	TOTAL
Standard 5 Amp Circuit (Call for special electrical needs)	\$45.00			
20 Amp Circuit (Call for special electrical needs)	\$125.00			
Phone Line (Incoming & Outgoing Calls)	\$130.00			
High Speed Internet Access (Charged per user) <input type="checkbox"/> Hard Lines <input type="checkbox"/> WiFi	\$100.00			
Laptop Computer	\$225.00			
LCD Projector Package (includes LCD, screen and cables - more packages available-call for details)	\$450.00			
Screen Support Package (includes screen and cables, your LCD - more packages available-call for details)	\$150.00			
20 inch LCD Desktop Monitor	\$100.00			
32 inch LCD Monitor mounted on Rolling Stand	\$250.00			
52 inch LCD Monitor mounted on Rolling Stand	\$525.00			
DVD Player	\$45.00			
Banner Hanging	\$100.00			

Payments by check can be made to Presentation Services AV after we confirm your order **SubTotal**

Contact Name:		Loss Damage Waiver (LDW) - Optional Insurance, 5% of subtotal	\$0.00
Contact Phone:	Fax:	Service Charge (22% of subtotal)	\$0.00
Email:		Tax (7.62% of subtotal, service charge & LDW)	\$0.00
For security purposes we do not accept credit card information by email or fax. Please call our office with credit card information at 303.352.2469.		TOTAL	\$0.00

Billing Address:	City:	State:	Zip:
Signature:	Date:		

Please contact PSAV for any special equipment needs. Your electrical equipment must be properly wired and meet Fire Underwriters approval.
Prepayment must be arranged before any items can be installed. Orders must be received 7 days in advance to avoid additional 30% charge.