



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 labour, 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.

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.

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.

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

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: Delta Hotel 120 New Gower St, St. John's, NL A1C 6K4
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: richard.white@psav.com

MONITORS

	QTY.	
■ 46" LCD monitor	_____	\$325
□ Dual-post stand □ Table stand □ Speakers		
■ 55" LCD monitor	_____	\$430
□ Dual-post stand □ Table stand □ Speakers		

MONITOR ACCESSORIES

	QTY.	
■ DVD player	_____	\$55
■ Laptop	_____	\$175

PROJECTION

	QTY.	
■ LCD package	_____	\$336
■ 42"- 54" Rolling cart with black skirt	_____	\$25





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AUDIO EQUIPMENT

	QTY.	
■ Wired handheld microphone	_____	\$42
■ Wireless microphone	_____	\$140
□ Handheld □ Lavalier		
■ Wireless headset microphone	_____	\$58
<i>Requires wireless microphone unit to operate</i>		
■ Sound system	_____	\$237
■ <i>two speakers, two stands, one mixer, one wired microphone</i>		
■ <i>up to 20 people</i>		
■ 4-channel mixer	_____	\$45

LIGHTING

■ Up-light	_____	\$37
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COMPUTER & ACCESSORIES

	QTY.	
■ Laptop	_____	\$175
■ Black-and-white printer	_____	\$170

POWER

	QTY.	
■ 120V – 5 AMP	_____	\$48
■ 120V – 10 AMP	_____	\$64
■ 120V – 15 AMP	_____	\$110
■ 208V Single phase – 30 AMP	_____	\$155
■ 208V Single phase – 50 AMP	_____	\$205
■ 208V Three phase – 100 AMP	_____	\$645
■ 25' AC cable	_____	\$21
■ Power strip	_____	\$21

RIGGING

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

CUSTOM ITEMS

	QTY.	
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

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

Rich White
Director, Event Technology - PSAV®
 Delta Hotels St. John's Conference Centre
 120 New Gower St, St. John's, NL A1C 6K4
 ■ mobile: 709.770.4205 ■ office: 709.722.4917
canada.psav.com





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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 labour charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____

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