

# Exhibitor Services Order Form



**MARRIOTT**  
CHICAGO DOWNTOWN  
MAGNIFICENT MILE

**EVENT / PROGRAM NAME:** 2017 Reading Recovery Conference

**COMPANY NAME & BOOTH#**

**SETUP DATE AND TIME:** January 18, 2017

**END DATE AND TIME:** January 20, 2017

**Booth Location:** Chicago Ballroom ABCD (5th Floor)

(Please use Additional Notes section below to describe multiple locations)

## RENTAL PRICE SUMMARY

QTY	EQUIPMENT	ADVANCE RATE	ON-SITE PRICE	x USE DAYS	Subtotal
<b>COMPUTER DISPLAY / VIDEO ALA CARTE ITEMS</b>					
	LCD PROJECTOR PACKAGE* (projector, 6' tripod screen, cart, cables)	\$770	\$924	2	
	20" LCD MONITOR (1024X768)*	\$150	\$180	2	
	24" LCD MONITOR (1920X1080)*	\$170	\$204	2	
	32" LCD MONITOR (1280X768)*	\$400	\$480	2	
	42" PLASMA MONITOR WITH STAND*	\$500	\$600	2	
	50" PLASMA MONITOR WITH STAND*	\$600	\$720	2	
	70" TOUCH-SCREEN LCD MONITOR WITH STAND*	\$750	\$900	2	
	DVD player*	\$75	\$90	2	
	LAPTOP COMPUTER (PC)*	\$250	\$300	2	
	LAPTOP COMPUTER (MAC)*	\$350	\$420	2	

				x USE DAYS	
	POWERED PA SPEAKER SYSTEM* (speakers, mixer, PC audio interface)	\$335	\$402	2	
	WIRED MICROPHONE* (aisle or tabletop)	\$85	\$102	2	
	WIRELESS MICROPHONE* (lavalier or handheld)	\$220	\$264	2	

				x USE DAYS	
	WIRELESS MOUSE/ LASER POINTER*	\$60	\$72	2	
	DID TELEPHONE LINE* (see note below regarding Long Distance fees)	\$130	\$156	2	
	WIRELESS HIGH-SPEED INTERNET CONNECTION (PER USER)	\$55	\$66	2	
	WIRED HIGH-SPEED INTERNET CONNECTION (PER USER)	\$225	\$270	2	

(Long-distance & connection fees applied to non Toll-Free numbers)

				x USE DAYS	
	110V CIRCUIT with outlet (UP TO 15 AMPS PER CIRCUIT)	\$30	\$30		
	ADDITIONAL POWER STRIPS*	\$25	\$35		

208V Single phase / Three phase available, call for rates. **Wall Outlets are not included with rental space**

Add 20% for LABOR/Delivery (only applies to items marked \*) X 0.20

**Estimated SUBTOTAL before tax\***

**EMAIL COMPLETED FORM TO [bjawor@psav.com](mailto:bjawor@psav.com) or FAX TO: 312-278-0100**



## RENTAL AGREEMENT

LESSEE DOES HEREBY RENT AND ACCEPT THE LISTED EQUIPMENT AND ACKNOWLEDGES THAT IT IS IN GOOD WORKING CONDITION AND AGREES TO PAY THE RENT FOR SAID PROPERTY AT THE RATE HEREIN STATED; LESSEE FURTHER AGREES TO TAKE CARE OF SAID EQUIPMENT AND TO USE IT IN A PROPER MANNER AND AGREES THAT IN THE EVENT ANY OF THE RENTED EQUIPMENT IS LOST OR DESTROYED BEFORE IT IS RETURNED, TO PROMPTLY PAY AN AMOUNT EQUAL TO THE REASONABLE COST OF REPAIRING OR REPLACEMENT OF SAME. LESSOR IS HEREBY RELEASED FROM ANY AND ALL CLAIMS FOR DAMAGES TO LESSEE, BY REASON OF USE OF SAID PROPERTY; LESSEE AGREES TO INDEMNIFY LESSOR FROM ANY AND ALL CLAIMS FOR DAMAGE TO ANY PERSON OR PROPERTY BY REASON OF THE USE OF SAID PROPERTY BY LESSEE OR ANY OTHER PERSON FROM DATE HEREOF UNTIL SAID PROPERTY IS RETURNED TO LESSOR. IT IS UNDERSTOOD THAT THE RENTAL COMMENCES AS OF THE DATE AND TIME HEREOF AND ENDS ONLY WHEN THE RENTED EQUIPMENT IS RETURNED. SHOULD SAID PROPERTY NOT BE RETURNED TO LESSOR AT THE TIME SPECIFIED AS HEREIN LISTED, IT IS AGREED THAT FAILURE TO PAY RENT OR IF DEFAULT IS MADE IN ANY OF THE TERMS HEREOF, LESSOR MAY AT ONCE TAKE POSSESSION OF SAID RENTED EQUIPMENT WHEREVER THE SAME MAY BE FOUND AND REMOVE THE SAME AND THE LESSOR OR IT AGENTS SHALL IN NO WAY BE LIABLE FOR ANY CLAIMS FOR DAMAGES OR INJURY IN THE REMOVAL OF SAID EQUIPMENT. LESSEE FURTHER AGREES THAT ALL CHARGES FOR RENTAL WILL BE PAID IN ADVANCE, OR IMMEDIATELY UPON RETURN OF MERCHANDISE OR UPON RECEIPT OF INVOICE FOR SAME AND THAT ALL COLLECTION FEES, COURT COSTS, OR ANY EXPENSE INCURRED IN COLLECTING AND RENTAL WILL BE PAID BY LESSEE. RENTER IS RESPONSIBLE FOR EQUIPMENT AND ALL LEGAL FEES CONNECTED WITH RENTAL OR COLLECTION

## Additional Notes for Setup Team:

Full payment, including sales tax and Marriott Service Charge, is due in advance. Purchase orders are not accepted. Cancellations less than 48 hours prior to exhibit load-in will be charged a one-day rate.

**\*ALL EQUIPMENT WILL BE BILLED PER USE-DAY AT PUBLISHED PSAV PRICES, PLUS 20% LABOR, 8% SALES TAX AND 24% MARRIOTT SERVICE CHARGE**

A representative must be in your booth to sign for delivery of equipment.

PREVIOUS DISCOUNTS ARE NOT APPLIED TO ONSITE ADDITIONS UNLESS OTHERWISE ARRANGED.

Any equipment rented is for use in the exhibit booth only. Equipment may not be removed without the written permission of PSAV

**Public Broadcast of wireless internet "Hot Spots" may cause interference with existing Hotel wireless access points and is prohibited.**

**Orders received less than 15 days before exhibit set-up will be charged ON-SITE rates**

For specialty equipment not listed, questions or other assistance please call (312) 836-6107

**\*Specialty Lighting & RIGGING Requests, Please Call for Quote\***

**EMAIL COMPLETED FORM TO [bjawor@psav.com](mailto:bjawor@psav.com) or FAX TO: 312-278-0100**

## PAYMENT DETAILS (Please complete the requested information below):

EXHIBITOR COMPANY NAME				
ON-SITE CONTACT NAME and CELL PHONE				
BILLING EMAIL ADDRESS				
BILLING STREET ADDRESS				
BILLING TELEPHONE NUMBER				
CREDIT CARD ACCOUNT NUMBER and EXP. DATE				
EXP. DATE ____ / ____				
CARD TYPE (CIRCLE ONE)	[VISA]	[MC]	[DISCOVER]	[AMEX]
X LESSEE SIGNATURE				
LESSEE NAME (PRINTED)				



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## EXHIBIT INFORMATION, RULES and REGULATIONS

In order to minimize the risk of fire and keep exhibits in Chicago as safe as possible, the Chicago Fire Department has established regulations with which we must comply:

- The Municipal Code states that nothing can be stored behind or between exhibit booths, draperies or under tables. All materials that are needed for repacking purposes must be removed from exhibition area. You may keep a one-day supply of literature or product at your booth.
- Tents are not permitted as an exhibit
- All exits must be kept clear

### FOYER AREA EXHIBITS

- Compact Pop up Table Top Exhibits are not permitted (pictured here)



- Literature, Laptops, Computer Monitors are permitted
- Floor supported Pop Up Exhibits are permitted. **BUT**, if a table is supplied, it must be placed beside the exhibit. It is not permitted in front of the exhibit.
- Portable banner displays are permitted as long as they are placed beside the table.

The Chicago Fire Department strictly enforces the regulations. No exceptions.

Thank you for your cooperation