



# EXHIBIT SERVICES ORDER FORM

CONTACT INFORMATION		EQUIPMENT & SERVICES*				
Event Name	ER&L 2020	<b>Equipment</b> (charged per day) <small>Standard power strip access provided by ER&amp;L.</small>	<b>Daily Rate</b>	<b>Qty</b>	<b>Days</b>	<b>Labor</b> (one time charge, per item)
Function Room	Zlotnik 1-4 - Exhibit Hall					
Start Date/Time	3/9/2020	Power Package	\$42			\$15.67
End Date/Time	3/10/2020	22" Desktop Monitor	\$215			\$15.67
Group/Company Name		32" Desktop Monitor	\$265			\$23.50
Contact Name		55" Monitor	\$725			\$282.00
Billing Address		Tripod Screen Package	\$200			\$94.00
City, State, Zip		Tripod Projecton Package	\$680			\$94.00
Phone Number		3,500 Lumen Projector	\$480			\$15.67
Email Address		Laptop	\$225			\$0.00
		Wireless Presenter Remote	\$55			\$0.00
<b>PAYMENT</b>		Video Cable <small>(HDMI, VGA, Display Port)</small>	\$32			\$0.00
Please circle your payment method:		Video Adapter <small>(Mac Adapter, HDMI, etc)</small>	\$25			\$0.00
Credit Card    Master Account    Check    Guest Room		Wireless Microphone	\$220			\$47.00
<b>CREDIT CARD INFORMATION</b>		Wired Microphone	\$70			\$47.00
Name on Card		Laptop/iPod Audio	\$70			\$47.00
Card Type		4 Channel Mixer <small>(required for mics)</small>	\$75			\$47.00
Please call PSAV at 512.404.3638 to relay your credit card number		Large Speaker w/ Stand	\$152			\$47.00
		Desktop Speakers	\$45			\$0.00

**CHECK INFORMATION**

Check Number \_\_\_\_\_

**GUEST ROOM INFORMATION**

Room Number \_\_\_\_\_

Name on Room \_\_\_\_\_

**\* A 23% Event Technology Support charge will be applied to all equipment, and 8.25% Sales Tax will be applied to all AV services rendered for each day's use.**

EMAIL COMPLETED FORM TO PETER STEFAN: pstefan@psav.com

**A final invoice with total chargers will be presented for your approval upon receipt of this order form.**

ER&L Table \_\_\_\_\_

Full list of ER&L exhibitors found <https://www.electroniclibrarian.org/2020-exhibit-hall/>

