



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	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		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 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 by the days rented. 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. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: InterContinental Saint Paul Riverfront, 11 Kellogg Blvd. E., Saint Paul, MN 55101
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: mrowberg@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 24" Monitor with table stand	\$ _____	_____	_____	\$ _____
■ 55" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				<input type="checkbox"/> Speakers
■ 70" LCD monitor				Please contact PSAV for quote
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand				<input type="checkbox"/> Speakers

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Wired microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
■ Wireless microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
■ Powered speaker	\$ _____	_____	_____	\$ _____
<i>Up to five people</i>				
■ Sound system	\$ _____	_____	_____	\$ _____
■ two speakers, two stands, one mixer, one wired microphone				
■ up to 20 people				
■ 4-channel mixer	\$ _____	_____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ _____	_____	_____	\$ _____

INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ _____	_____	_____	\$ _____
■ Wireless internet connection	\$ _____	_____	_____	\$ _____
■ Dedicated bandwidth				Please contact PSAV for quote

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ Up-light	\$ _____	_____	_____	\$ _____

POWER

	PRICE	QTY	DAYS	TOTAL
■ Exhibitor power package	\$ _____	_____	_____	\$ _____
<i>120V - 15 AMP service with 25' AC cable and power strip</i>				
■ 208V Three Phase – 30 AMP	\$ _____	_____	_____	\$ _____
■ 208V Three Phase – 60 AMP	\$ _____	_____	_____	\$ _____

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

Dane Paulson

Director, Event Technology - PSAV®

InterContinental Saint Paul Riverfront

11 Kellogg Blvd. E., Saint Paul, MN 55101

■ office: 651.925.8663 ■ email: dpaulson@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 labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

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