



AV Order Form

AV Equipment Daily Rate

	Qty	Advance	On-Site	# Days	Total
LCD 3K projector package / 8 ft tripod screen		\$ 710.00	\$ 800.00		
Support package / 8 ft tripod screen		\$ 230.00	\$ 255.00		
32" Monitor w/ table stand		\$ 280.00	\$ 315.00		
46" Monitor on floor stand		\$ 620.00	\$ 715.00		
55" Monitor on floor stand		\$ 810.00	\$ 920.00		
Small sound system w/ 1 wired microphone		\$ 450.00	\$ 500.00		
Polycom speakerphone		\$ 180.00	\$ 200.00		
Post-it Flipchart w/ markers		\$ 100.00	\$ 110.00		

Customer Information

Event name: Cinema & Media Studies Annual Conference 20

Company name:

Address:

City:

State: Zip:

Ordered by:

Telephone #:

Fax #:

Email:

Labor charges might apply - Call for other AV needs.

Office/Computer Equipment Daily Rate

	Qty	Advance	On-Site	# Days	Total
Laptop computer, 2.2GHz, 2GB RAM, MS Office		\$ 250.00	\$ 285.00		
B&W laser printer (+\$0.20/copy > 500 copies)		\$ 190.00	\$ 250.00		
Color laser printer (+\$0.30/copy > 500 copies)		\$ 425.00	\$ 500.00		
Ream of paper (500 pages)		\$ 20.00	\$ 25.00	n/a	

Ordering Instructions

To guarantee equipment availability and advance rate, this order should reach us **before 3/9/19**

Labor charges might apply - Call for other office/computer needs.

Electrical Services Daily Rate

	Qty	Advance	On-Site	# Days	Total
5 Amp power drop w/ 1 PS/AC		\$ 102.00	\$ 120.00		
10 Amp power drop w/ 1 PS/AC		\$ 127.00	\$ 150.00		
20 Amp power drop w/ 1 PS/AC		\$ 187.00	\$ 215.00		
30 Amp power drop w/ 1 PS/AC		\$ 242.00	\$ 280.00		
60 Amp 3-phase power drop		\$ 485.00	\$ 540.00		
60 Amp Clearview distro box		\$ 170.00	\$ 210.00		
Additional powerstrip & AC extension cord		\$ 42.00	\$ 50.00		

Operator labor, if requested, is subject to prevailing hourly rate with a 5-hour minimum.

Labor charges might apply - Call for additional power needs.

Neither the Sheraton Seattle Hotel, PSAV, nor their contractors or subcontractors are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection, install a surge protector/undervoltage protector on your computer(s) and/or other equipment as you deem necessary. Electrical contractors for the Sheraton Seattle Hotel /PSAV should make all installation connections to all electrical services. The Sheraton Seattle Hotel nor PSAV will be responsible for any damage of loss of equipment, component, hardware or software and/or injury to any person caused by the installation, connection to or plugging into any electrical outlet by personnel other than Sheraton Seattle, PSAV or authorized agents.

Cancellation of ordered equipment must be received 48 hours prior to delivery date to avoid a minimum 1-day charge.

High Speed Internet Access Weekly Rate (3-day+)

	Qty	Daily Rate	Weekly Rate (3-day+)	# Days	Total
WiFi up to 3Mbps Shared bandwidth (per user/device)		\$ 30.00	\$ 90.00		
Wired up to 2Mbps Shared bandwidth (per line)		\$ 190.00	\$ 570.00		
3Mbps Dedicated bandwidth	n/a	\$ 1,100.00	\$ 3,300.00		
5Mbps Dedicated bandwidth	n/a	\$ 1,835.00	\$ 5,505.00		
10Mbps Dedicated bandwidth	n/a	\$ 3,675.00	\$ 11,025.00		
20Mbps Dedicated bandwidth	n/a	\$ 6,370.00	\$ 19,110.00		

25% service charge will apply to all orders. An optional 4% loss damage waiver will be added to the order to cover equipment that might be lost, broken, or stolen.

Labor charges might apply - Call for bandwidth options and special network configuration.

All orders are subject to Washington state sales tax.

Delivery Information

On-site contact:

Meeting room/Booth #:

Setup date: Time:

Event start date: Time:

Event end date: Time:

Credit card payment is due when order is placed. Please call us at 206.219.3071 to provide your credit card information. Credit card information cannot be delivered via email to protect your security.

Return For Processing



To place your order, email this document to: Sbegley@psav.com

