



**2020 TOW SHOW INDOOR EXHIBIT
EQUIPMENT PRE-ORDER FORM**



Hilton Orlando Buena Vista Palace
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Orlando, FL 32830



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ALL ORDERS MUST BE RECEIVED 14 BUSINESS DAYS PRIOR TO INSTALLATION FOR ADVANCE RATES

= Editable Field

COMPUTER		Advance	Onsite	QTY	TOTAL	INFORMATION		
Laptop PC w/Windows/Office	\$ 255.00	\$ 275.00		\$ -	EVENT NAME			
Wireless Presentation Remote	\$ 66.00	\$ 70.00		\$ -				
				\$ -				
MONITORS				QTY	TOTAL	COMPANY		
24" Flat Panel Monitor on Table Stand	\$ 250.00	\$ 270.00		\$ -	ADDRESS			
32" LCD Monitor on Table Stand	\$ 280.00	\$ 300.00		\$ -				
46" LCD Monitor w/ Stand	\$ 555.00	\$ 610.00		\$ -				
55" LCD Monitor w/ Stand	\$ 765.00	\$ 830.00		\$ -	CITY	STATE	ZIP	
A/V				QTY	TOTAL	PHONE #		
LED Uplighting package - 5 fixtures	\$ 300.00	\$ 475.00		\$ -	FAX #			
Blu Ray Player	\$ 135.00	\$ 150.00		\$ -	MOBILE #			
DVD Player	\$ 95.00	\$ 105.00		\$ -				
Wireless Microphone (Hand or Lav)	\$ 230.00	\$ 240.00		\$ -				
4 Channel Mixer	\$ 80.00	\$ 85.00		\$ -	EMAIL			
Powered Speaker on Stand	\$ 150.00	\$ 175.00		\$ -				
Flipchart w/Markers	\$ 75.00	\$ 90.00		\$ -				
Apple TV	\$ 50.00	\$ 55.00		\$ -	REPRESENTATIVE'S NAME			
Other:				\$ -				
				\$ -				
INTERNET				QTY	TOTAL	ROOM		
WiFi Internet (per connection)	\$ 33.00	\$ 40.00		\$ -	BOOTH			
Wired High Speed Internet (per PC)	\$ 200.00	\$ 225.00		\$ -	START DATE:	TIME:		
Custom Internet Configuration	contact for pricing				END DATE:	TIME:		
ELECTRICAL - 120 volt				QTY	TOTAL	ADDITIONAL INSTRUCTIONS		
5 AMP Power Drop - one time fee	\$ 125.00	\$ 170.00		\$ -	PAYMENT BY CHECK PLEASE MAIL FORM & CHECK TO THE ABOVE ADDRESS. CHECKS PAYABLE TO: PSAV Please mail checks to the address posted above. Payments by check must be received 7 days prior to installation.			
10 AMP Power Drop - one time fee	\$ 185.00	\$ 260.00		\$ -				
15 AMP Power Drop - one time fee	\$ 215.00	\$ 305.00		\$ -				
20 AMP Power Drop - one time fee	\$ 240.00	\$ 345.00		\$ -				
AC Extension Cord & Power Strip	\$ 54.00	\$ 60.00		\$ -				
***Additional Power Services	contact for pricing							
Labor for all equipment and services will be added to the total and a confirmation will be sent for final order approval.								
SUB TOTAL (power not included)				\$ -	PAYMENT BY CREDIT CARD			
NUMBER DAYS NEEDED (Must enter to see Grand Total)					CREDIT CARD NUMBER			
EQUIPMENT SUB TOTAL (including power)				\$ -	BILLING ZIP CODE			
HOTEL SERVICE CHARGE 23%				\$ -				
SUB TOTAL				\$ -				
SALES TAX 6.5%				\$ -	EXP DATE			
GRAND TOTAL (additional labor may be needed)				\$ -	NAME ON CARD			
ALL CHARGES ARE ON A PER DAY BASIS, unless otherwise noted Advance pricing applicable for order received 14 business days prior to load in. ***Daily charge will apply on set up day if requested before 2pm*** 6.5% Sales Tax & 23% Service Charge is applied to all orders.						SIGNATURE (Type name below as an Electronic Signature)		
Totals listed do not include set up and tear down labor. This will be added upon receipt of your order. Labor is charged as follows: Mon-Fri 8am to 5pm \$104/hr (\$121hr for electrician) Mon-Fri 5pm to 12am, Saturdays 8am to Midnight \$156/hr (\$181.50/hr for electrician) Sundays, Holidays and Mon-Sat 12am - 8am \$208/hr (\$242 for electrician)						All cancellations require 72 hour notice or full rental charges will apply. Credit or payment MUST be established before installation. All fees current as of November 2019		
Labor included for Power Drops priced behind standard inline/peninsula booths. Additional labor will be required for drops that need to be run to specific locations in a booth (1 hour min) or to an island booth (2 hour min). A booth diagram worksheet is available up request.								