EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

MARRIOTT MARQUIS CHICAGO

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 ☐ AM ☐ PM	PICKUP DATE	PICKUP TIME ☐ AM ☐ 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 required, is subject to the prevailing hourly rate with a five-hour minimum. An electronic receipt will be emailed to you by the PSAV Accounting Team. 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 – Please contact your Hotel Event Manager for Hotel Shipping Instructions & Policies

Form Submission – Email completed forms to: edavis@psav.com.

or please call PSAV Sales Office @ 312-824-0575

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 24" Monitor with table stand	$ 250			$ 0
■ 32" LCD monitor ☐ Table stand	$ 315			$ 0
■ 55" LCD monitor ☐ Dual-post stand	$ 855			0
■ 65" LCD monitor ☐ Dual-post stand	$ 950			$ 0

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Audio aux/laptop audio	$ 80			$ 0
■ Wireless microphone ☐ Handheld ☐ Lavalier	$ 255			$ 0
■ Wireless headset microphone *Requires wireless microphone unit to operate*	$ 110			$ 0
■ Powered speaker *Up to five people*	$ 145			$ 0
■ Sound system ■ *two speakers, two stands, one mixer, one wired microphone* ■ *up to 20 people*	$ 550			$ 0
■ 4-channel mixer	$ 90			$ 0

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Wireless slide advancer	$ 70			$ 0
■ 10' HDMI Cable	$ 26			$ 0
■ Laptop	$ 260			$ 0
■ Black-and-white printer	$ 220			$ 0

PROJECTION

	PRICE	QTY	DAYS	TOTAL
■ LCD projector	$ 560			$ 0
■ 42"- 54" Rolling cart	$ 50			$ 0
■ 8' Tripod screen	$ 110			$ 0

INTERNET PRICING IS PER SHOW

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection (3Mbps)	$ 665		N/A	$ 0
■ Wireless internet connection(3Mbps)	$ 665		N/A	$ 0
■ Dedicated bandwidth	Please contact PSAV for quote			

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ Up-light	$ 110			$ 0

POWER

	PRICE	QTY	DAYS	TOTAL
■ 20 Amp - Single Phase	$ 150			$ 0
■ 60 AMP - Single Phase	$ 330			$ 0
■ Power strip	$ 32			$ 0

RIGGING

All rigging requests should be placed using the Rigging Request Form.

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	$			$ 0
■ _____	$			$ 0
■ _____	$			$ 0
■ _____	$			$ 0
■ _____	$			$ 0

SPECIAL REQUESTS

Please add any items not listed above that you require.

ALL non-labor items are subject to PSAV Service Charge of 25%.

PSAV® Representative
Marriott Marquis Chicago
2121 S. Prairie Ave. Chicago, IL 60616
■ **office:** 312.824.0575 ■ **email:** edavis@psav.com

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BOOTH DIAGRAM

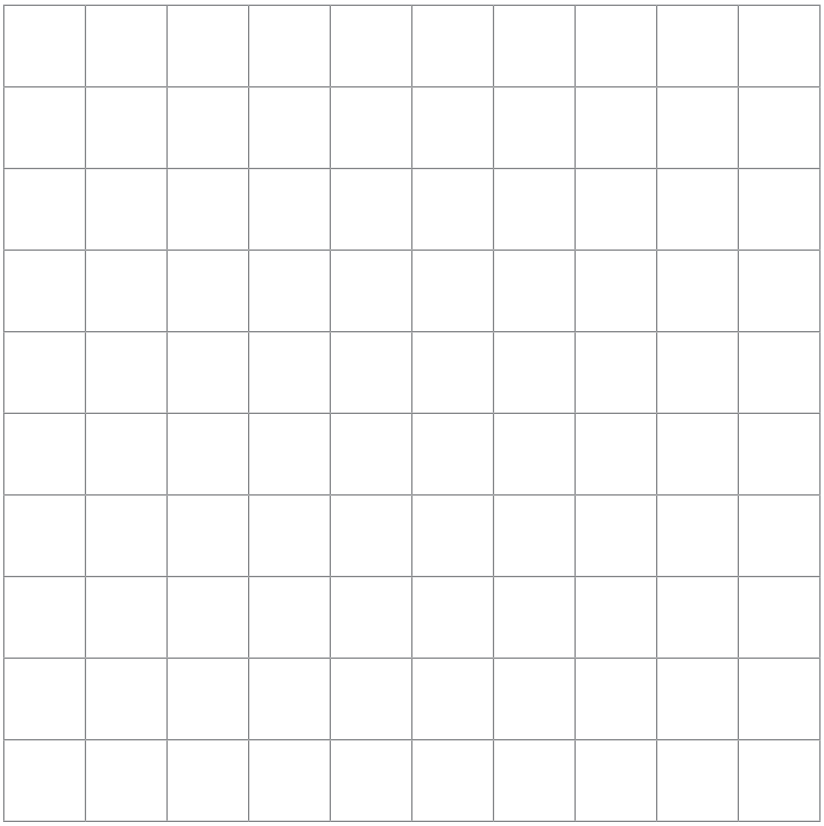
ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

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., 20A). 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. _____

Adjacent Booth No. _____



Adjacent Booth No. _____

Adjacent Booth No. _____

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.
- 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.

PSAV®