

AUDIO VISUAL & ELECTRIC SERVICE ORDER FORM

Penn State Hospitality Services

The Nittany Lion Inn

200 W. Park Avenue

State College, PA 16803

Phone: 814-865-8500 Fax: 814-865-8503

Please return to Conference Manager: _____

Name of Conference: _____ Dates: _____

Company: _____ Booth: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Check Number: _____ Credit Card Number: _____ Expiration: _____

Important: Please read the information below before completing this form.

- A. ALL CHARGES MUST BE PRE-PAID. A 6% PA sales tax applies. Please make checks payable to: The Pennsylvania State University.
- B. Prices are subject to change.
- C. In order to ensure that your request is met, please return this form to Penn State Hospitality Services no later than **15 days prior** to the exhibit setup date. Orders received after this date may be subject to an additional charge.
- D. Every effort will be made to accommodate orders received at the time of setup once all previous orders have been filled. Additional charges (\$25.00) may be applicable for day of setup requests.
- E. All audio visual equipment and electric must be ordered through the Conference Services Manager at the appropriate facility, either The Nittany Lion Inn or The Penn Stater Conference Center Hotel.

Audio Visual and Electric Request Form

Item	Qty.	Cost	Billed
1. 42" TV Monitor		\$125.00	
2. 55" TV Monitor		\$200.00	
3. Laser Pointer/Wireless Mouse (per day)		\$25.00	
4. Polycom Conference Phone		\$80.00	
5. Unrestricted Phone Line (toll calls additional)- one time charge		\$40.00	
6. Ethernet Internet Connection (Wi-Fi is complimentary)- one time charge		\$40.00	
7. Laptop Computer Rental (per day)		\$98.00	
8. LCD Projector		\$275.00	
9. Projection Screen (per day)		\$18.00	
10. Standard Electric Service (charge per outlet)-one time charge		\$35.00	
11. 220 Electric Service (charge per outlet)-one time charge		\$175.00	
12. Easel		\$17.00	
13. Other			
	Subtotal		
	Sales Tax		
All prices subject to PA 6% sales tax & 18% service charge	Total		