



145 Richmond Street West, Toronto ON, M5H 2L2 , tel: 416-869-3456, fax: 416-869-1463

EXHIBITOR APPLICATION FOR ADDITIONAL SERVICES & PRODUCTS

Please fax completed applications to Event Department
three (3) weeks prior to arrival date to fax number **416- 869-1463**.

Show Information:

Show/Convention Name: _____

Booth/Room #: _____

Date of Exhibit: _____

Contact Information:

Company Name: _____

Name: _____

Address: _____

Street, city, province, _____

Postal code _____

Telephone: _____ Fax: _____

E-mail: _____

1. Technology:

- HIGH SPEED INTERNET ACCESS (HARD WIRE) - \$225.00 per day + HST per connection
- HIGH SPEED INTERNET ACCESS (WIRELESS) - \$14.95 per day + HST per connection
- ANALOG LINE WITH LONG DISTANCE CALLING - \$75.00 setup charge + all long distance charges plus HST
- ANALOG LINE WITH LOCAL CALLING - \$100.00/day + charge \per call and HST
- ISDN LINE - \$225.00 per day + HST

2. Special Cleaning Arrangements:

Please advise of any arrangements that are required for your exhibit area. Additional costs may apply:

3. Easels: (\$20/each per day) _____

If no Audio Visual or Power is required proceed to Page 3 for Credit Authorization



Hilton Toronto
 145 Richmond Street West
 Toronto Ontario
 M5H 2L2
 Phone: 416 367 8487 Fax: 416 304 0113
 Email: jmcgown@psav.com or jstabler@psav.com

Promo code:

Trade Show Power Order Form

Event Name		Load in date and Time	
Event Date(s)		Load out Date and Time	
Company Name		Room Name	
Contact Name		Booth#	
Contact Address		Credit Card Info	Please Complete Credit Card Authorization Form
Contact Phone		Email	
Onsite Contact		Onsite Phone	

Electrical (includes cost of electricity only)

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)	Setup Notes
	15 Amp - 120 Volt Dedicated Circuit- Exhibit set-ups only	\$85.00	\$106.25		\$	
	15 Amp - 120 Volt Dedicated Circuit - 24hour supply	\$120.00	\$150.00		\$	
	15 Amp - 120 Volt Dedicated Circuit - with Under Carpet Wiring (includes 2 extension cords)	\$175.00	\$218.75		\$	
	20 Amp - 120 Volt Dedicated Circuit	\$150.00	\$187.50		\$	
	15' Extension Cord	\$20.00	\$25.00		\$	
	Power Strip	\$20.00	\$25.00		\$	
	For Info and Pricing on Booth Lighting please call us at 416 367 8487	\$20.00	\$25.00		\$	

Video/Computer Monitors and Accessories

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)	Setup Notes
	20" LCD Monitor (for Computer only)	\$110.00	\$137.50		\$	
	30" Flat Panel Monitor	\$300.00	\$375.00		\$	
	42" Flat Panel Monitor with Case Stand	\$770.00	\$962.50		\$	
	50" Flat Panel Monitor with Case Stand	\$1,000.00	\$1,250.00		\$	
	Flat Panel Monitor Deluxe Stand	\$75.00	\$93.75		\$	
	DVD player	\$85.00	\$106.25		\$	
	Laptop Computer	\$325.00	\$406.25		\$	
	Wireless Mouse	\$75.00	\$93.75		\$	

Audio Equipment

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)	Setup Notes
	CD player	\$85.00	\$106.25		\$	
	Small Powered Speaker - for computer or DVD player	\$55.00	\$68.75		\$	
	Wireless Microphone: Handheld or Lavalier	\$165.00	\$206.25		\$	
	4 Channel audio Mixer (required if renting a microphone)	\$45.00	\$56.25		\$	
	Powered Speaker on Stand	\$85.00	\$106.25		\$	

Misc. Equipment

	42" Rolling cart with black skirt	\$30.00	\$37.50		\$	
	54" Rolling cart with black skirt	\$30.00	\$37.50		\$	

* For Any Other Requests That Are Not Listed Please Contact (416) 367 8487 for Pricing *

* PSAV is the Exclusive Rigging Provider at the Sheraton Centre Toronto. Only PSAV riggers may hang items overhead. If any Sign or Banner hanging is required please contact us for pricing *

Labour Rate

Labour Rate	Description	Advance Booking	Onsite Request	Estimated Hours Setup&Dismantle	Total (Qty x Rate x Days)	Setup Notes
1	Setup/Dismantle Day Rate (0900-1700)	\$67.50	\$101.25	0	\$	
	Setup/Dismantle Evening/Early Morning Rate (1700-0900)	\$101.25	\$151.88	0	\$	
	Setup/Dismantle Weekend/Holiday Rate	\$135.00	\$202.50	0	\$	

* PLEASE COMPLETE THE CREDIT CARD AUTHORIZATION FORM BELOW *

Additional Comments:	Subtotal	\$	Minimum Labor Charge Shown. Labor Charges will be adjusted on final invoice
	Labour	\$ 67.50	
	18% Service	\$	
	13% HST	\$	
	Total Order	\$	

I Agree to the above:

Date:

Please sign and return via fax to (416-304-0113) or Email (jmcgown@psav.com). Please also include a completed Credit Card Authorization form. Cancellation of services and equipment ordered must be received 48 hours prior to delivery date to avoid a %50 cancellation charge. If services have already been provided at the time of cancellation full charges will apply.

PLEASE NOTE: FOR ALL ON-SITE REQUESTS THERE WILL BE AN ADDITIONAL 25% ADMIN FEE ADDED.



CREDIT CARD AUTHORIZATION

The credit card below will be charged for all applicable fees based on the request above:

Type of card Visa Mastercard Amex Diners Club

Credit card number: _____

Expiry Date: _____ Card Holder: _____

Cardholder address : _____
If different from above

Cardholder telephone: _____ Fax: _____

Cardholder signature:
REQUIRED _____