

ELECTRICAL / HSIA / EQUIPMENT ORDER FORM

ELECTRICAL OUTLETS — Booth

# of Amps	Install date	Strike date	# of Outlets	Cost per day	# of days	Subtotal
5 AMPS				\$50.00	X	
HIGH SPEED INTERNET ACCESS			# of connections		# of days	
HSIA				\$25.00	X	

Mail to:
PSAV, 475 Seagate Drive,
Naples, FL 34103
Attention: Sales Manager

Or Fax: 239-513-9509

Sub Total
 22% Service Charge*
 Subtotal
 20% Install/Removal Labor on Previous
 Subtotal
 Tax 6%
 Total number 1

Additional Equipment

Type	Install date	Strike date	# Items	Cost per day	# of days	Subtotal
Extension Cord				\$15.00	X	
Power Strip				\$10.00	X	
32 in LCD Monitor				\$320.00	X	

Subtotal
 22% Service Charge*
 Subtotal
 Tax 6%
 Total 2

BILLING INFORMATION:

Company Name: _____

Contact Name: _____

Contact email address: _____

Event Name : _____

Group Master Account Direct Payment Credit Card (Amex, Visa, MasterCard)

Credit Card # _____ Expiration date: _____

Cardholder Name _____

FULL PAYMENT DUE 15 DAYS PRIOR TO CONVENTION DATE

Authorizing Signature X _____

Address: _____

City _____ State _____ Zip _____ (must match CC billing address)

Phone # _____

Signature

* Service Charge is not a gratuities and are not paid in whole or in part to employees of PSAV or employees of any other party.

X _____



**WALDORF
 ASTORIA®**
 NAPLES



GENERAL TERMS AND CONDITIONS

1. Exhibit booths will be audited at the show site and any additional service used will be added to the final bill at the floor price. Cancellations will be accepted until 72 hours prior to move-in.
2. Rates include bringing service to the rear of standard booth or to the nearest floor port inside an island booth.
3. Straight time labor for a technician/electrician is \$90.00 per hour.
4. Double time rates apply before 8:00am and after 5:00pm Monday through Friday; all day Saturday, Sunday and Holidays.
5. Additional labor must be requested by the exhibitor at the PSAV Service Desk. ELECTRICAL LABOR MUST BE ORDERED 72 HOURS IN ADVANCE IN ORDER TO HAVE MEN AVAILABLE WHEN NEEDED.
6. Exhibitors requiring 24-hour service will be charged regular rates plus 25%.
7. All equipment provided by exhibitor must comply with all national electric codes, and state and local safety codes.
8. All electric cords must be three-wire, grounded type. All equipment must be properly grounded.
9. PSAV and the Waldorf Astoria Naples are not responsible for voltage fluctuations or power failures on service lines.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of the PSAV.
11. PSAV is obligated to refuse connections when wiring is not in accordance with the County Electrical Ordinance. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage, except by ordering at the Service Desk.
12. Any breaker disruption will be billable at double rates.

It is important that you review the following items carefully to understand your safety and responsibility regarding electrical power.

1. All electrical material and equipment must be grounded.
2. 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specially approved.
3. SAFE WIRING IS ESSENTIAL: PSAV is responsible for the total electrical distribution system and the linking of electrical services, including installation of all cords under carpets. SERIOUS RISKS are involved which can be reduced with accurate understanding of basic requirements. Safe wiring inside an exhibit area is essential.
4. All electrical cords must be the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor must be equipped with a fusible switch.

