

## EXHIBITOR APPLICATION FOR ADDITIONAL SERVICES & PRODUCTS

Please send completed applications to **PSAV**  
Email: [gmcgown@psav.com](mailto:gmcgown@psav.com); [relevine@psav.com](mailto:relevine@psav.com); Fax: 416-304-0113

### 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*



PRESENTATION SERVICES AUDIO VISUAL

Hilton Toronto  
 145 Richmond Street West  
 Toronto Ontario  
 M5H 2L2  
 Phone: 416 367 8487 Fax: 416 304 0113  
 Email: [jmcgown@psav.com](mailto:jmcgown@psav.com) or [rlevine@psav.com](mailto:rlevine@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- Exhibits only	\$90.00	\$110.25		\$	
	15 Amp - 120 Volt Dedicated Circuit - 24hour supply	\$120.00	\$150.00		\$	
	20 Amp - 120 Volt Dedicated Circuit	\$150.00	\$187.50		\$	
	15' Extension Cord	\$20.00	\$25.00		\$	
	Power Strip	\$20.00	\$25.00		\$	
	<b>**For Info and Pricing on Booth Lighting please call us at 416 367 8487**</b>	\$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)	\$135.00	\$165.50		\$	
	30" Flat Panel Monitor	\$300.00	\$375.00		\$	
	42" Flat Panel Monitor with Stand	\$770.00	\$962.50		\$	
	50" Flat Panel Monitor with 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 Hilton 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)	\$80.00	\$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	\$ 80.00	
	18% Service	\$	
	13% HST	\$	
	<b>Total Order</b>	<b>\$</b>	

I Agree to the above:

Date:

Please sign and return via fax to (416-304-0113) or Email ([jmcgown@psav.com](mailto: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 \_\_\_\_\_