



SHERATON  
San Diego Hotel & Marina

# EXHIBITOR SERVICES

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

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 <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> 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. Operator labor, if requested, is subject to the prevailing hourly rate with a five-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented.

**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.

**Form Submission** – Email completed forms to: [sdsheratonsales@psav.com](mailto:sdsheratonsales@psav.com).

**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.

## MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 24" Monitor with table stand	\$ _____	_____	_____	\$ _____
■ 46" LCD monitor with table stand	\$ _____	_____	_____	\$ _____
■ 55" LCD monitor with table stand	\$ _____	_____	_____	\$ _____
■ 65" LCD monitor with table stand	\$ _____	_____	_____	\$ _____

## ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Monitor floor stand	\$ _____	_____	_____	\$ _____
■ Laptop	\$ _____	_____	_____	\$ _____

## RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

## CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____

## SPECIAL REQUESTS

Please add any items not listed above that you require.

## INTERNET PRICING IS PER SHOW

	PRICE	QTY	TOTAL
■ Wired internet connection	\$ _____	_____	\$ _____
■ Wireless internet connection	\$ _____	_____	\$ _____
■ Dedicated bandwidth	Please contact PSAV for quote		

## POWER PRICING IS PER SHOW

	PRICE	QTY	TOTAL
■ 120V – 5 AMP	\$ _____	_____	\$ _____
■ 120V – 10 AMP	\$ _____	_____	\$ _____
■ 120V – 20 AMP	\$ _____	_____	\$ _____
■ 25' AC cable	\$ _____	_____	\$ _____
■ Power strip	\$ _____	_____	\$ _____

## ORDER SUMMARY

	TOTALS
Equipment	\$ _____
Internet	\$ _____
Power	\$ _____
Service Charge (25%)	\$ _____
Sales Tax (7.75%)	\$ _____
<b>TOTAL DUE</b>	\$ _____

If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is NOT responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure PRIOR to your installation.

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