



AUDIOVISUAL 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
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

Operator labor, if requested, is subject to the prevailing hourly rate with a four-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. Please include applicable Sales Tax on equipment rental.

Encore WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

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.

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.

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

1. Address Packages to: Hyatt Regency Dallas, 300 Reunion Blvd., Dallas, TX 75207
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: hrdexhibits@psav.com

MONITORS

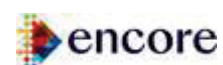
	QTY.	
<input type="checkbox"/> 24" Multi syncmonitor <input type="checkbox"/> Single-pole stand	_____	\$360
<input type="checkbox"/> 46" LCD monitor <input type="checkbox"/> Dual-post stand	_____	\$950
<input type="checkbox"/> 55" LCD monitor <input type="checkbox"/> Dual-post stand	_____	\$1,215

MONITOR ACCESSORIES

	QTY.	
<input type="checkbox"/> Laptop	_____	\$400

PROJECTION

	QTY.	
<input type="checkbox"/> LCD projector	_____	\$720
<input type="checkbox"/> 33" Rolling cart with black skirt	_____	\$60
<input type="checkbox"/> Tripod screen <input type="checkbox"/> 6' <input type="checkbox"/> 8'	_____	\$145





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AUDIO EQUIPMENT

QTY.

- Wired handheld microphone _____ \$115
- Wireless microphone _____ \$335
 - Handheld Lavalier
- Wireless headset microphone _____ \$130
Requires wireless microphone unit to operate
- Powered speaker _____ \$210
up to five people
- Sound system _____ \$725
 - two speakers, two stands, one mixer, one wired microphone
 - up to 20 people
- 4-channel mixer _____ \$210

LIGHTING

QTY.

- Up-light _____ \$150

COMPUTER & ACCESSORIES

QTY.

- Laptop _____ \$400

INTERNET

QTY.

- Wired internet connection _____ \$580
- Wireless internet connection _____ \$160
- Dedicated bandwidth Please contact Encore for quote

RIGGING

Rigging requests should be placed using the Rigging Request Form at <https://www.psav.com/riggingform>

CUSTOM ITEMS

QTY.

- Display adapter (subject to availability & varies by device) _____ \$50
- 25'- 50' video cable (HDMI, VGA, DVI, subject to availability & varies by device) _____ \$50
- Wireless mouse _____ \$90
- _____ \$ _____
- _____ \$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your Encore representative.

Lauren Wild
Encore
 Hyatt Regency Dallas
 300 Reunion Blvd., Dallas, TX 75207
 ■ **mobile:** 214.679.3905 ■ **email:** hrdexhibits@psav.com





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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____

Adjacent Booth No. _____