



EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM

**Hyatt Regency Bellevue
Bellevue, WA**

Show or Group Name: _____

Company Name: _____

Ballroom Name or Booth #:		On-Site Contact:	
Delivery Date:		Time:	Pick-up Date: _____ Time: _____
Show Start Date:		Time:	

If you have a special request or need additional equipment, please call Presentation Services at 425.698.4396

Audio Visual Equipment		Qty	DAILY RATE		Days	Total	Customer Information
			Advanced	On Site	Used		
Laptop or Desktop Computer (XP or Vista) Windows Platform			\$200.00	\$250.00			Address: _____ City: _____ State: _____ Zip: _____ Ordered By: _____ Telephone: _____ email: _____
DVD Player			\$75.00	\$100.00			
32" LCD Flat Screen Monitor with DVD Player on Stand			\$300.00	\$350.00			
17"-29" Flat Screen Data Monitor			\$200.00	\$225.00			
32" LCD Monitor (Data/Video)			\$225.00	\$250.00			
42" Plasma Data/Video Monitor			\$400.00	\$450.00			
50" Plasma Data/Video Monitor			\$500.00	\$550.00			
SVGA LCD Projector Package (2100 Lumens), with Screen			\$400.00	\$450.00			
5'-8" Tripod Screen (skirted)			\$55.00	\$65.00			
AV Cart (32"-54")			\$25.00	\$30.00			
HSIA and Telephone Services		Qty	DAILY RATE		Days	Total	Orders received within 24 hours prior will be subject to the ON-SITE DAILY RATE Ordering Instructions The total charge per item is determined by multiplying the quantity by the daily rate by the number of show days to be used. Please include applicable sales tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we ask that you forward an exemption certificate for the state of Washington To guarantee the advanced rate, the order should reach us 10 working days prior to delivery. Equipment availability is subject to change without notice. CANCELLATIONS Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus Labor. If services have already been provided at the time of cancellation, 50% of original charges will be applied.
Single User/Device (Shared Bandwidth non-routable IP) Wired/Wireless			\$350.00				
Additional User/device			\$50.00				
Static IP Address (in addition to HSIA)			\$100.00				
4 Port Conference Hub			\$50.00	\$75.00			
5 Port Network Switch			\$50.00	\$75.00			
24 Port Network Switch			\$200.00	\$300.00			
DID Phone Line			\$100.00				
Polycom Speakerphone			\$125.00	\$150.00			
Power Distribution		Qty	DAILY RATE		Days	Total	No charge for equipment rental one day prior to show opening. (setup day) Return for Processing Presentation Services Hyatt Regency Bellevue 900 Bellevue Way NE Bellevue, WA 98004 425.698.4396 Fax - 425.454.3559
5 Amps or 500 Watts			\$25.00	\$30.00			
10 Amps or 1000 Watts			\$30.00	\$40.00			
20 Amps or 2000 Watts			\$40.00	\$50.00			
30 Amps - 200 Amps			Call	Call			
25' Extension Cords			\$15.00	\$15.00			
Power Strips			\$15.00	\$15.00			
Shipping/Receiving and Misc.		Qty	DAILY RATE		Days	Total	
Per Box Handling Fee			\$5.00				
Per Pallet			\$100.00				
Easel (signage)			\$20.00	\$25.00			
Banner Hanging Fee (per banner up to 6' x 6')			\$100.00	\$125.00			
Banner Hanging Fee (over 6' - additional labor needed)			\$50.00	\$75.00			
Rental Totals		PRE-PAYMENT IS REQUIRED ON ALL ORDERS					
EQUIPMENT TOTAL							
DELIVERY/SETUP/PICKUP (REQUIRED) - 22% of line 1 or \$75.00 minimum							
SUBTOTAL							
WA STATE SALES TAX - 9.5% of Subtotal line 3							
TOTAL AMOUNT DUE							
Method of Payment		PLEASE CHECK ONE					
Card Number: _____		C V V (Security Code) _____		American Express <input type="checkbox"/>			
		Exp Date _____ / _____		Visa <input type="checkbox"/>			
Cardholder's Name (Please print as it appears on card): _____		MasterCard <input type="checkbox"/>					
Cardholder's Signature: _____							

I hereby authorize Presentation Services and/or Hyatt Regency Bellevue to use my Credit Card for payment of all charges arranged by my company.