



AUDIOVISUAL EXHIBITOR SERVICES

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



HYATT
REGENCY
BALTIMORE

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

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 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.

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: hrbexhibits@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.

INTERNET

	QTY.	
■ Wired internet connection	_____	\$200
■ Wireless internet connection	_____	\$30

POWER

	QTY.	
■ Exhibit booth power: (1) 5 AMP power drop, (1) AC cable and (1) power strip	_____	\$100
■ 120V – 20 AMP	_____	\$145
■ 25’ AC cable	_____	\$21
■ Power strip	_____	\$21





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AUDIO EQUIPMENT

- | | | |
|-----------------------------|-------|-------|
| ■ Wired handheld microphone | _____ | \$95 |
| ■ Wireless microphone | _____ | \$220 |
| □ Handheld □ Lavalier | | |
| ■ Powered speaker | _____ | \$125 |
| <i>up to five people</i> | | |
| ■ 4-channel mixer | _____ | \$80 |

LIGHTING

- | | | |
|------------|-------|------|
| ■ Up-light | _____ | \$95 |
|------------|-------|------|

COMPUTER & ACCESSORIES

- | | | |
|---------------------------|-------|-------|
| ■ Laptop | _____ | \$250 |
| ■ Black-and-white printer | _____ | \$205 |

MONITORS

- | | | |
|------------------------------------|-------|-------|
| ■ 21" Monitor | _____ | \$145 |
| ■ 55" LCD monitor | _____ | \$765 |
| □ Dual-post stand □ Table stand | | |

PROJECTION

- | | | |
|------------------|-------|-------|
| ■ LCD projector | _____ | \$505 |
| ■ Safelock stand | _____ | \$35 |
| ■ Tripod screen | _____ | \$95 |
| □ 5' □ 6' | | |

CUSTOM ITEMS

- | | | |
|---------|-------|----|
| ■ _____ | _____ | \$ |
| ■ _____ | _____ | \$ |
| ■ _____ | _____ | \$ |
| ■ _____ | _____ | \$ |
| ■ _____ | _____ | \$ |

SPECIAL REQUESTS

Please add any items not listed above that you require.

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

PSAV®
 Hyatt Regency Baltimore
 300 Light Street, Baltimore, MD 21202
 ■ office: 410.605.2813 ■ email: hrbexhibits@psav.com
venuepartners.psav.com/hyattregencybaltimore

