

EXHIBITOR SERVICES

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



Hilton Anatole

DALLAS

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. Prices are for exhibit floor only. All rental prices subject to a 25% markup if ordered day of. 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 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.

23% Service Charge will be applied to all orders. Labor charge may apply, depending upon request. Loss Damage Waiver may also apply.

Shipping Instructions – Please contact FedEx at the Hilton Anatole for shipping details: 214.761.7820

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

MONITORS

	PRICE	QTY	TOTAL
■ 55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ _____	_____	\$ _____
■ 70" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ _____	_____	\$ _____

AUDIO EQUIPMENT

	PRICE	QTY	TOTAL
■ Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ _____	_____	\$ _____
■ Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ _____	_____	\$ _____
■ Sound system ■ two speakers, two stands, one mixer, one wireless microphone ■ up to 20 people	\$ _____	_____	\$ _____

ACCESSORIES

■ Laptop	PRICE	QTY	TOTAL
	\$ _____	_____	\$ _____

PROJECTION

■ LCD projector	PRICE	QTY	TOTAL
	\$ _____	_____	\$ _____

INTERNET

■ Wired internet connection	PRICE	QTY	TOTAL
■ Wireless internet connection	\$ _____	_____	\$ _____

■ Dedicated bandwidth Please contact PSAV for quote

CUSTOM ITEMS

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

LIGHTING

■ Up-light	PRICE	QTY	TOTAL
	\$ _____	_____	\$ _____

POWER

	PRICE	QTY	TOTAL
■ 120V – 5 AMP	\$ _____	_____	\$ _____
■ 120V – 10 AMP	\$ _____	_____	\$ _____
■ 120V – 15 AMP	\$ _____	_____	\$ _____
■ 120V – 20 AMP	\$ _____	_____	\$ _____
■ 208V Single Phase – 30 AMP	\$ _____	_____	\$ _____
■ 208V Single Phase – 60 AMP	\$ _____	_____	\$ _____
■ 208V Three Phase – 30 AMP	\$ _____	_____	\$ _____
■ 208V Three Phase – 60 AMP	\$ _____	_____	\$ _____
■ 25' AC cable	\$ _____	_____	\$ _____
■ 6' Power strip	\$ _____	_____	\$ _____

RIGGING

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

SPECIAL REQUESTS

Please add any items not listed above that you require.

Felix Dozier

Director of Sales - PSAV®

Hilton Anatole

2201 N. Stemmons Freeway, Dallas, TX 75207

■ office: 214.761.5820 ■ email: fdozier@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 and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

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