



Instructions For Ordering AUDIO-VISUAL & COMPUTER EQUIPMENT

Thank You! For using PSAV Exhibit Services for your On-Site presentation needs. We will be fully staffed at this event with on-site exhibit, computer and meeting professionals who can assist you in making your exhibit, presentation or meeting a complete success. Our staff will be on-site before the first truck arrives and until the last truck leaves.

Total Rewards

5/21/08 – 5/23/08

Philadelphia Convention Center

Philadelphia, PA

**Advance or On-Line Order Deadline:
May 11, 2007**

www.psavexhibits.com

**PSAV Contact:
Exhibit Services
(800) 966-4498
exhibits@psav.com**

Ordering:

1. On the Internet, go to this address: www.psavexhibits.com
2. Enter the following show number: **80502 for exhibits.**
3. Click on "Select Show" button and you'll be redirected to the show information.
4. Log in. If you've previously registered for another PSAV event, just enter your e-mail address and password. If you've forgotten your password, it will be e-mailed back to you.
 - a. if this is your first visit, you will first need to register your information in order to continue.
5. When ordering, fill in the quantity needed and click the "Add to Cart" button
 - a. items will be added to your shopping cart
6. When ready to check out, click on the "View Cart" button
 - a. Detailed order information will be viewable. Click "Checkout" to finalize order.
 - b. Enter Booth information, delivery date and pickup date.
 - c. Enter payment information. Click on "Submit Order".
 - d. A statement will be viewable for printing.
 - e. An order confirmation will be e-mailed back to you.
7. **Credit cards are charged approximately 10 days prior to show start.**

Ordering Information:

- A. The total charge per item is determined by multiplying the price of the item by the quantity ordered
- B. Applicable Sales Tax is added on equipment rental and/or labor (if applicable at the venue's location)
- C. 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 event services are provided
- D. **To guarantee the advance rate and equipment availability, this order should reach us by:** **5/11/2008**
- E. Operator and/or installation labor, if required or requested, is subject to the prevailing hourly rates and minimums of the local venue.
- F. For orders where the equipment total is over \$3000 - actual hours worked will be billed *
* please contact an PSAV representative for a quote

G. Your signature on the order form (or electronic signature for on-line or e-mailed forms) is our authorization to charge the card account for the advance order. Any additional amounts of billing incurred as a result of any and all show site changes plac

Cancellation Policies:

- A. Cancellations received within 48 hours of the scheduled delivery are subject to a 50% fee applicable to equipment and sales tax.
- B. Cancellations received on the day of scheduled delivery or "no-shows" are subject to a charge equal to 100% of the full amount of the order to include equipment, labor & delivery charges and taxes.

Other Ordering Information:

- A. Print copy of Order Form(s), mark items selected, write in booth and payment information and fax to: 214.210.8153
- B. Send us an email and we can forward forms that can be filled in electronically. Email to: exhibits@psav.com