

# EXHIBITOR SERVICES

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



**Hilton**  
CLEVELAND DOWNTOWN

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 15% 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 by the days rented. 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.

**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** – Mark any materials sent to the venue as follows:

1. Address Packages to: Hilton Cleveland Downtown, 100 Lakeside Avenue E., Cleveland, OH 44114
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: [psav2080exhibits@psav.com](mailto:psav2080exhibits@psav.com).

## MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 55" LCD monitor	\$ 615			\$ 0
□ Dual-post stand				
■ 70" LCD monitor	\$ 995			\$ 0
□ Dual-post stand				

## ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ 225			\$ 0

## INTERNET

	PRICE	QTY	DAYS	TOTAL
■ Wired internet connection	\$ 150			\$ 0
■ Wireless internet connection	\$ 15			\$ 0
■ Dedicated bandwidth	Please contact PSAV for quote			

## POWER

	PRICE	QTY	DAYS	TOTAL
■ Power strip extension package <i>25' AC cable and power strip</i>	\$ 42			\$ 0
■ 120V – 5 AMP	\$ 160			\$ 0
■ 120V – 10 AMP	\$ 240			\$ 0

## RIGGING

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

## CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____			\$ 0
■ _____	\$ _____			\$ 0
■ _____	\$ _____			\$ 0
■ _____	\$ _____			\$ 0
■ _____	\$ _____			\$ 0

## SPECIAL REQUESTS

Please add any items not listed above that you require.

Robert Saterlee

Director, Event Technology - PSAV®

Hilton Cleveland Downtown

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