



HYATT
REGENCY®

ATLANTA



AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:		ROOM/EXHIBIT BOOTH NO.:
STREET ADDRESS:	CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
ORDERED BY:			

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

➤ If you have a special request or need additional equipment, please call 404.460.6550. Email completed form to psav_at_hra@psav.com

MONITORS	QTY	PRICE
40" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 340
46" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 445
55" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 620
70" Monitor (Dual-Post Stand, Table Stand, Speakers)		Please contact PSAV for quote
INTERNET ACCESS	QTY	PRICE
Wired Internet Connection		\$ 170
Wireless Internet Connection		\$ 85
Dedicated Bandwidth		Please contact PSAV for quote

POWER	QTY	PRICE
Single Phase 20 amp		\$ 140
Single Phase 60 amp		\$ 300
25' AC Cable		\$ 20
Power Strip		\$ 20
CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$
		\$

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 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.

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:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor and/or service charges may apply, and/or loss damage waiver.

SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Hyatt Regency Atlanta
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 265 Peachtree Street, NE, Atlanta, GA 30303

SPECIAL REQUESTS Please add any items not listed above that you require.

