

# EXHIBITOR SERVICES

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



**Hilton**  
DENVER CITY CENTER

|                    |               |  |             |  |
|--------------------|---------------|--|-------------|--|
| 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<br><input type="checkbox"/> PM | PICKUP DATE | PICKUP TIME <input type="checkbox"/> AM<br><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. 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. Labor and/or service charges may apply and/or loss damage waiver.

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

- To: Hilton Denver City Center, 1701 California St., Denver, CO 80202
- Hold for Arrival - Attn: Guest's Name and/or Organization
- Complete Return Address
- Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

**Form Submission** – Email completed forms to: [ekiss@psav.com](mailto:ekiss@psav.com) or fax to: 303.293.3736.

## MONITORS

|  | PRICE    | QTY   | TOTAL    |
|--|----------|-------|----------|
| ■ 55" LCD monitor                        | \$ _____ | _____ | \$ _____ |
| <input type="checkbox"/> Dual-post stand |          |       |          |
| ■ 75" LCD monitor                        | \$ _____ | _____ | \$ _____ |
| <input type="checkbox"/> Dual-post stand |          |       |          |

## AUDIO EQUIPMENT

|   | PRICE    | QTY   | TOTAL    |
|---|----------|-------|----------|
| ■ CD player   | \$ _____ | _____ | \$ _____ |
| ■ Wired handheld microphone   | \$ _____ | _____ | \$ _____ |
| ■ Wireless microphone   | \$ _____ | _____ | \$ _____ |
| <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier |          |       |          |
| ■ Wireless headset microphone                                       | \$ _____ | _____ | \$ _____ |
| <i>Requires wireless microphone unit to operate</i>                 |          |       |          |
| ■ Powered speaker   | \$ _____ | _____ | \$ _____ |
| <i>Up to five people</i>  |          |       |          |
| ■ Sound system  | \$ _____ | _____ | \$ _____ |
| ■ <i>two speakers, two stands, one mixer, one wired microphone</i>  |          |       |          |
| ■ <i>up to 20 people</i>  |          |       |          |
| ■ 4-channel mixer   | \$ _____ | _____ | \$ _____ |

## ACCESSORIES

|              | PRICE    | QTY   | TOTAL    |
|--------------|----------|-------|----------|
| ■ DVD player | \$ _____ | _____ | \$ _____ |
| ■ Laptop     | \$ _____ | _____ | \$ _____ |

## PROJECTION

|                         | PRICE    | QTY   | TOTAL    |
|-------------------------|----------|-------|----------|
| ■ LCD projector         | \$ _____ | _____ | \$ _____ |
| ■ 42"- 54" Rolling cart | \$ _____ | _____ | \$ _____ |
| ■ 6' Tripod screen      | \$ _____ | _____ | \$ _____ |

## INTERNET

|                                | PRICE    | QTY   | TOTAL                         |
|--------------------------------|----------|-------|-------------------------------|
| ■ Wired internet connection    | \$ _____ | _____ | \$ _____                      |
| ■ Wireless internet connection | \$ _____ | _____ | \$ _____                      |
| ■ Dedicated bandwidth          |          |       | Please contact PSAV for quote |

## LIGHTING

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

## POWER

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

If you require further power needs than what is listed, please contact your PSAV representative.

## RIGGING

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

## CUSTOM ITEMS

|         | PRICE    | QTY   | TOTAL    |
|---------|----------|-------|----------|
| ■ _____ | \$ _____ | _____ | \$ _____ |
| ■ _____ | \$ _____ | _____ | \$ _____ |
| ■ _____ | \$ _____ | _____ | \$ _____ |
| ■ _____ | \$ _____ | _____ | \$ _____ |

## SPECIAL REQUESTS

Please add any items not listed above that you require.

Erica Kiss

Sales Coordinator - PSAV®

Hilton Denver City Center

1701 California St., Denver, CO 80202

■ office: 303.503.5508 ■ email: [ekiss@psav.com](mailto:ekiss@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. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_

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Adjacent Booth No. \_\_\_\_\_

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