



**ISA 2016 Presenter Order Form**

**Please note: All meeting rooms will have an LCD package (appropriately sized screen for room, LCD projector, VGA cable, AV stand), Netbook, and possibly (in some larger rooms) a DI box for computer audio. If you need additional equipment, please order below.**

**We support only VGA laptop connections (not HDMI or Mac). If using a Mac, please bring appropriate VGA adapter.**

Video Equipment	Qty	DAILY RATE		Total
		Advanced	Days Used	
DVD Player, mixer and stand (must be in a room with house sound)*		\$68.00		
Wireless remote slide advancer (must be used with projection package)		\$30.00		
Flipchart with Post-It paper and colored markers		\$48.00		
Whiteboard with colored markers and eraser*		\$45.00		

Internet	Qty	DAILY RATE		Total
		Advanced	Days Used	
Per Device-Basic Service-Wireless		\$40.00		
Per Device-Basic Service-Wired		\$155.00		

PC Compatible Systems	Qty	DAILY RATE		Total
		Advanced	Days Used	
Laptop Computer with CD drive*		\$180.00		
<b>Please Note Specific Software/Hardware Needs Below:</b>				

Power	Qty	DAILY RATE		Total
		Advanced	Days Used	
Power strip		\$12.00		
25' extension cord		\$12.00		

Computer Accessories	Qty	DAILY RATE		Total
		Advanced	Days Used	
Direct Box (DI) for computer audio		\$45.00		

Audio Equipment	Qty	DAILY RATE		Total
		Advanced	Days Used	
CD Player, mixer and stand (must be in a room with house sound)*		\$65.00		
2 speaker sound system with stands and cables		\$220.00		

**Rental Totals** PAYMENT IS DUE WHEN ORDER IS PLACED

<b>TOTAL</b>	
SET UP/PICKUP/SERVICE CHARGE (24% of Total)	
(\$50.00 if ordered less than 14 days before show)	
<b>SUBTOTAL</b>	
SALES TAX (8% of line Subtotal line)	
<b>TOTAL DUE</b>	

**Method of Payment** PLEASE CHECK ONE

Card Number: \_\_\_\_\_ Exp Date \_\_\_ / \_\_\_  American Express

Cardholder's Name (as appears on card): \_\_\_\_\_  Visa

Cardholders Signature: \_\_\_\_\_  MasterCard

**Customer Information**

Session Room Name:	
ISA 2016	
Session Date, Start Time:	Session Date, End Time:
Your Name/Company Name:	
Billing Address 1:	
Billing Address 2:	
City:	State & Zip:
Ordered By:	Email:
Telephone #:	Fax #:
Onsite Name:	Onsite Phone #:

**Ordering Instructions**

⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. One-day charge for power.

Please include applicable Sales Tax on all items.  
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.

⇒ **LABOR:**  
Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.

⇒ **CANCELLATIONS:**  
Cancellation of your order must be received **48 hours** prior to delivery date to avoid a minimum one day charge.

\*May not be available on-site  
Advanced = Order received by PSAV by 12 midnight on Nov 30, 2015.  
On-site = Order received by PSAV on Dec 1, 2015 or later.

different session as needed. Fees can be

**Delivery Information**

<b>On-Site Contact:</b>	<b>Panel Meeting Room:</b>
<b>Panel Hotel Name:</b>	<b>Panel Start Time:</b>
<b>Panel Date:</b>	<b>Panel End Time:</b>

**Return For Processing**

**PSAV**  
 Hilton Atlanta  
 255 Courtland Street  
 Atlanta, GA 30303  
 470-237-0447 Phone  
 404-221-6958 Fax  
[csimonson@psav.com](mailto:csimonson@psav.com)