

# SPONSORSHIP AGREEMENT

Contact Person \_\_\_\_\_ Contact Title \_\_\_\_\_

Company Name \_\_\_\_\_  
 (As it should appear in all NTDA materials referring to this Convention sponsorship.)

Address \_\_\_\_\_

State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_ Web Site \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Select Sponsorship Level:

### Combined Sponsorship & Advertising Packages:

<input type="checkbox"/> Hole-In-One Package (Includes Convention Sponsorship & Advertising) .....	\$17,501–\$24,900
<input type="checkbox"/> Double Eagle Package (Includes Convention Sponsorship & Advertising) .....	\$13,151–\$17,500
<input type="checkbox"/> Eagle Package (Includes Convention Sponsorship & Advertising) .....	\$8,876–\$13,150
<input type="checkbox"/> Birdie Package (Includes Convention Sponsorship & Advertising) .....	\$6,201–\$8,875
<input type="checkbox"/> Chip-In Package (Includes Convention Sponsorship & Advertising) .....	\$5,001–\$6,200

### Sponsorship-Only Packages:

<input type="checkbox"/> NTDA Club Champion Package (Convention Sponsorship-Only) .....	\$15,000–\$19,999
<input type="checkbox"/> NTDA Ace Package (Convention Sponsorship-Only) .....	\$10,000–\$14,999
<input type="checkbox"/> NTDA Front 9 Package (Convention Sponsorship-Only) .....	\$7,500–\$9,999
<input type="checkbox"/> NTDA Tour Package (Convention Sponsorship-Only) .....	\$5,000–\$7,499
<input type="checkbox"/> NTDA Par Package (Convention Sponsorship-Only) .....	\$2,500–\$4,999

### Other:

- Sponsorship Under \$2,500
- In-Kind (Bags Exhibition, other items (See P. 13 of Marketing Guide for more info)
- Golf Swag Bag Sponsors, please supply a minimum of 225 items)

**If a sponsorship package does not fit your budget, please consider the following individual sponsorship opportunities (check all that apply):**

### Registration

<input type="checkbox"/> Registration Web Site .....	\$5,000 per Sponsor
<input type="checkbox"/> Registration Confirmation Notice.....	\$750 per Sponsor

### Welcome

<input type="checkbox"/> Welcome Reception.....	\$7,500 per Sponsor
<input type="checkbox"/> Welcome Reception Entertainment.....	\$2,500 per Sponsor
<input type="checkbox"/> Sponsor Thank You & First-Time Attendee Networking Reception .....	\$2,500 per Sponsor
<input type="checkbox"/> Next Generation Networking Reception .....	\$2,500 per Sponsor
<input type="checkbox"/> Welcome Reception Hors D'oeuvres.....	\$2,500 per Sponsor
<input type="checkbox"/> Welcome Reception Decor (linens, lighting, floral, decorations) .....	\$1,500 per Sponsor
<input type="checkbox"/> Badge Holders .....	\$1,500 per Sponsor
<input type="checkbox"/> Registration Desk Give Away (See P. 13 of Marketing Guide for more info).....	\$1,000 per Sponsor
<input type="checkbox"/> Welcome Gift (See P. 13 of Marketing Guide for more info).....	\$1,000 per Sponsor
<input type="checkbox"/> Landyard.....	In-kind (Limited to One Sponsor)

### Program/Education

<input type="checkbox"/> Keynote Presentation.....	\$15,000 per Sponsor
<input type="checkbox"/> Convention App.....	\$15,000 (Limited to One Sponsor)
<input type="checkbox"/> General Session Presentation .....	\$5,000 per Sponsor
<input type="checkbox"/> Allied Tabletop Luncheon.....	\$5,000 per Sponsor
<input type="checkbox"/> Breakfast (Thursday, Spouses/Guests Welcome) .....	\$5,000 per Sponsor
<input type="checkbox"/> Official Printed Event Guide.....	\$4,000 per Sponsor
<input type="checkbox"/> Audio/Visual .....	\$2,500 per Sponsor
<input type="checkbox"/> Branded Convention Map .....	\$2,500 per Sponsor
<input type="checkbox"/> WiFi .....	\$2,500 per Sponsor
<input type="checkbox"/> Directional Signs.....	\$1,500 per Sponsor
<input type="checkbox"/> Coffee Break.....	\$1,500 per Sponsor
<input type="checkbox"/> Session Attendee Give Away (see P. 13 of Marketing Guide for more info).....	\$1,000 per Sponsor

### Awards Dinner

<input type="checkbox"/> Awards Dinner .....	\$5,000 per Sponsor
<input type="checkbox"/> Awards Dinner Cocktail Reception.....	\$5,000 per Sponsor
<input type="checkbox"/> National Anthem .....	\$1,500 per Sponsor
<input type="checkbox"/> Color Guard.....	\$1,500 per Sponsor
<input type="checkbox"/> Awards Dinner Entertainment.....	\$2,500 per Sponsor
<input type="checkbox"/> Awards Dinner Wine Service (during reception).....	\$2,500 per Sponsor
<input type="checkbox"/> Awards Dinner Cocktail Service (during dinner).....	\$1,500 per Sponsor
<input type="checkbox"/> Awards Dinner Hors D'oeuvres.....	\$1,500 per Sponsor
<input type="checkbox"/> Awards Dinner (linens, lighting, floral, decorations).....	\$1,500 per Sponsor
<input type="checkbox"/> Awards Dinner Give Away (See P. 13 of Marketing Guide for more info) .....	\$1,000 per Sponsor

### Optional Activities

<input type="checkbox"/> Thursday Spouse/Guest Program.....	\$2,500 per Sponsor
<input type="checkbox"/> Friday Optional Activity.....	\$2,500 per Sponsor

### Golf Tournament

<input type="checkbox"/> NTDA Golf Tournament Official Sponsor .....	\$7,500 per Sponsor
<input type="checkbox"/> Golf Breakfast.....	\$5,000 per Sponsor
<input type="checkbox"/> Golf Luncheon .....	\$5,000 per Sponsor
<input type="checkbox"/> Golf Tournament Beverage.....	\$3,000 per Sponsor
<input type="checkbox"/> Golf Transportation (Shuttle).....	\$2,500 per Sponsor
<input type="checkbox"/> Golf Prizes.....	\$1,250 per Sponsor
<input type="checkbox"/> Special Golf Contest(s).....	\$1,250 per Sponsor
<input type="checkbox"/> Golf Hole-in-One Contest & Golf Hole .....	\$1,500 per Sponsor
<input type="checkbox"/> Men's or Ladies' Longest Drive Contest & Golf Hole.....	\$850 per Sponsor
<input type="checkbox"/> Men's or Ladies' Closest to the Pin Contest & Golf Hole.....	\$850 per Sponsor
<input type="checkbox"/> Golf Hole.....	\$600 per Sponsor

**Sponsorship Total \$:** \_\_\_\_\_

## Sponsorship Rules & Requirements

We hereby apply to become a sponsor of the 27th Annual National Trailer Dealers Association Convention, Oct. 11–13, 2017 at TPC Sawgrass Marriott Golf Resort & Spa in Ponte Vedra Beach, FL.

**All sponsorships are awarded on a first-come, first-served basis. Companies that sponsored in 2016 have the first right of refusal until Feb. 3, 2017. Payment is due 30 days from date of invoice.**

### Payment Information (Required)

Please check method of payment below (pre-payment preferred):

**Charge my credit card in the amount of \$** \_\_\_\_\_  
 (circle one) VISA MasterCard American Express

**Credit Card Number** \_\_\_\_\_

**Name on Card** \_\_\_\_\_

**Cardholder's Address** \_\_\_\_\_

**Expiration Date** \_\_\_\_\_ **Security Code** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Check enclosed in the amount of:**  
 \$ \_\_\_\_\_ (US Funds Only)

**Please Make Checks Payable to:**  
**National Trailer Dealers Association**

**Please Return Form and Payment to:**  
 National Trailer Dealers Association  
 9864 E. Grand River Ave., Ste. 110-290  
 Brighton, MI 48116

**Please invoice in the amount of \$** \_\_\_\_\_  
 (Members Only; payment due 30 days from date of invoice in US Funds Only. Non-members Must Pre-Pay)

**Questions?**  
 Contact NTDA President Gwen Brown  
 Toll-Free: 1-800-800-4552  
 Direct Dial: (810) 229-5960  
 Cell: (810) 844-3124  
 Fax: (810) 229-5961  
**gwen@ntda.org**

**Please E-mail Form to: [sponsorship@ntda.org](mailto:sponsorship@ntda.org)**

**Thank you for your support!**

# EXHIBIT REQUEST FORM

Today's Date \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Contact \_\_\_\_\_ Contact Phone \_\_\_\_\_ Contact E-mail \_\_\_\_\_

On-Site Contact \_\_\_\_\_ On-Site Contact Cell Phone \_\_\_\_\_ Company Web Site \_\_\_\_\_

**My company is or plans to be a 27th Annual NTDA Convention Sponsor:**  Yes  No

**If Yes, please indicate sponsorship level below:**

**Combined Sponsorship & Advertising Packages:**

<input type="checkbox"/> Hole-In-One Package (Includes Convention Sponsorship & Advertising)	\$17,501-\$24,900
<input type="checkbox"/> Double Eagle Package (Includes Convention Sponsorship & Advertising)	\$13,151-\$17,500
<input type="checkbox"/> Eagle Package (Includes Convention Sponsorship & Advertising)	\$8,876-\$13,150
<input type="checkbox"/> Birdie Package (Includes Convention Sponsorship & Advertising)	\$6,201-\$8,875
<input type="checkbox"/> Chip-In Package (Includes Convention Sponsorship & Advertising)	\$5,001-\$6,200

**Sponsorship-Only Packages:**

<input type="checkbox"/> NTDA Club Champion Package (Convention Sponsorship-Only)	\$15,000-\$19,999
<input type="checkbox"/> NTDA Ace Package (Convention Sponsorship-Only)	\$10,000-\$14,999
<input type="checkbox"/> NTDA Front 9 Package (Convention Sponsorship-Only)	\$7,500-\$9,999
<input type="checkbox"/> NTDA Tour Package (Convention Sponsorship-Only)	\$5,000-\$7,499
<input type="checkbox"/> NTDA Par Package (Convention Sponsorship-Only)	\$2,500-\$4,999

**Other:**

Sponsorship Under \$2,500

**TABLETOP DISPLAYS ARE NOT A SPONSORSHIP PACKAGE AND INCLUDE THE FOLLOWING:**

- Tabletop Display space at NTDA Exhibition & Strolling Luncheon
- Draped table and two chairs
- Printed company sign and pre-assigned table number
- Lunch and beverages for registered exhibitors and attendees
- Company and product listing on NTDA Convention App (includes complimentary Web site link)
- Company and product listing on NTDA Web site (includes complimentary Web site link)
- Company and product listing in *TrailerTalk* (print newsletter) as space allows
- Company and product listing link in NTDA *eNews* (electronic newsletter)
- Company and product listing in print and online versions of the *Convention Event Guide*.

**Exhibitor Checklist:**

- Please read the Exhibitor Rules and Guidelines.

**All members wishing to exhibit must submit an Exhibit Request Form. Pre-payment (if applicable) is required at the time request is submitted. Space requests will not be accepted after July 29, 2017. ABSOLUTELY NO ON-SITE REQUESTS FOR SPACE WILL BE ACCEPTED.**

- Exhibitor agrees to e-mail a high-quality .eps of company or brand logo to [display@ntda.org](mailto:display@ntda.org) along with the Exhibit Request Form. The NTDA Convention App and online interactive floorplan are limited to one logo per exhibitor.
- Payment (if applicable) is required with submission of Exhibit Request Form (See Exhibitor General Rules and Guidelines on Pages 16-17 of the *NTDA Marketing Guide* for more information.)
- Will your company have a pop up display that fits on a 6 ft. table as part of its exhibit?  Yes  No
- Will you be displaying any type of equipment? (All equipment must fit on an 6 ft. table)  Yes  No
- Will your company require power for its display? (Additional fees apply. See attached PSAV Form)  Yes  No
- Will your company require any audio/visual services for its display? (Additional fees apply. See attached PSAV Form.)  Yes  No
- Please provide a Product/Service description (please limit description to 75 words; attach an additional sheet or e-mail description to [display@ntda.org](mailto:display@ntda.org)).

**Table Selection (Space assignments/floor plan subject to change based on exhibit/display sales).**

**List Your Top 10 Table # Choices:** \_\_\_\_\_

**List any Direct Competitors or Exhibitors Your Company Does Not Wish to be Placed Near:** \_\_\_\_\_

**Fees:**

- **Hole-In-One and Club Champion Sponsorship Packages Include a 10x20 Booth Space**
- **Double Eagle, Eagle, Ace, and Front 9 Sponsorship Packages Include a 10x10 Booth Space**
- **Birdie, Chip-in and Tour Sponsorship Packages Include a Tabletop Display**
- **For All Other Sponsors Levels or Non-sponsoring Exhibitors a \$525 Fee Applies for a Tabletop Display (Prepaid, US Funds)**

**Non-refundable prepayment is required (for displays not included with a Sponsorship Package) with Exhibit Request Form. Table location cannot be confirmed until payment is received. Limit of one 6 ft. table per Member. Non-members, join online at [www.ntda.org](http://www.ntda.org). Exhibiting company must register at least one representative from its company for the Convention. Booth or table must be manned during Exhibitor & Strolling Luncheon hours. Hotel accommodations are not included with display or registration and are the responsibility of individual attendees.**

**Payment (Pre-Payment Required):**

Select Payment Method:  Credit Card Payment  Check Enclosed If paying by credit card, please circle one: AMEX  Visa  MC

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name as Printed on Card \_\_\_\_\_ Signautre \_\_\_\_\_

Cardholder's Address (if different from above) \_\_\_\_\_

Signature \_\_\_\_\_

**For NTDA use Only**

Request Form Received Date \_\_\_\_\_ Payment Received Date \_\_\_\_\_ Logo Received Date \_\_\_\_\_

Product/Service Description Received Date \_\_\_\_\_ Company Has a Pop Up Display  Yes  No



# 2017 NTDA Convention Sponsorship-related Deadlines and Specifications

SPONSORSHIP-RELATED ITEM(S) (Items vary based on Sponsorship Level — See Marketing Guide to Determine Level)	DEADLINE
Your Company or Brand Logo (Applies to all Sponsors)	Submit a high-resolution .eps (created in Illustrator) version of your logo so that it is scalable on large format banners and signs <b>with Sponsorship Agreement to <a href="mailto:sponsorship@ntda.org">sponsorship@ntda.org</a>.</b>
Web Site Link (Applies to all Sponsors)	<b>Include on Sponsorship Agreement Form. Send to <a href="mailto:sponsorship@ntda.org">sponsorship@ntda.org</a>.</b>
Company or Product Description	<b>Include with Exhibit Request Form. Send to <a href="mailto:display@ntda.org">display@ntda.org</a> by <a href="#">July 29, 2017</a>.</b>
Booth or Tabletop Display Selection (Varies based on Sponsorship Level)	<b>Prepayment required for tabletop displays not included with a Sponsorship.</b> Submit Sponsorship Agreement Form or Exhibit Request Form ASAP. Requests for Displays will NOT be accepted after <a href="#">July 29, 2017</a> . <b>Space tends to sell out by May or June.</b>
NTDA Convention App Banner Ads (Applies to all Sponsors)	Submit banners by <a href="#">July 29, 2017</a> . Ads must be submitted in two sizes: <ul style="list-style-type: none"> <li>• Mobile Banner specs = 640 x 150 pixels</li> <li>• Tablet/Online Banner = 552 x 150 pixels.</li> </ul>
33" x 80" Banner Stand (Included in Hole-in-One and Club Champion Packages)	Submit artwork to <a href="mailto:sponsorship@ntda.org">sponsorship@ntda.org</a> by <a href="#">Aug. 25, 2017</a> . Design poster at 33" x 80" (document size). Use 1" and 3" margins as a reference ONLY when designing. Do not place any text/logos outside of these margins in case poster should wrap into stand. Have background color or image run the full 80" length. DO NOT leave white space inside margins as it may show when poster is upright in stand. Acceptable file formats include: .pdf, .ai or .eps (preferably .pdf). All files should be "high resolution" and have a minimum resolution of 150 dpi when at FULL size. Files must be CMYK and PC-compatible. Files created in Illustrator must have text "outlined."
Submit Company Literature, Stick Drives or Other Information for On-site Registration Welcome Packets (provide up to 700 pieces)	Must be received at the NTDA offices no later than <a href="#">Friday, Sept. 15, 2017</a> . Sponsor is responsible for shipping to the NTDA.
Welcome Gifts, Lanyards, Golf Swag Bag Items, and/or Other Give Aways/Promotional Items (provide up to 700 pieces for all attendees or call, for Gwen Brown for Dealer registration count)	Must be received at the NTDA offices no later than <a href="#">Friday, Sept. 15, 2017</a> . Sponsor is responsible for item production and shipping to the NTDA.
<b>Last Day to Reserve a Hotel Room at TPC Sawgrass Marriott Golf Resort &amp; Spa</b>	Hotel reservations must be made before <a href="#">Sept. 22, 2017</a> . <b>Keep in mind that hotel rooms often sell out by March.</b>
PowerPoint Presentation or Video for NTDA Keynote & General Session on Thursday, Oct. 12, 2017 (Included in Hole-in-One, Double Eagle, Club Champion and Ace Packages)	Due to <a href="mailto:sponsorship@ntda.org">sponsorship@ntda.org</a> by <a href="#">Sept. 29, 2017</a> . No exceptions regarding presentation deadline. <u>If finished presentation or video is not received by the deadline, your presentation slot will be forfeited.</u>
Submit Name and Title of Representative who Will Present PowerPoint Presentation or Video (Included in Hole-in-One, Double Eagle, Club Champion and Ace Packages). NTDA will provide speaker introduction information as applicable to the representative presenting on your firm's behalf.	Due to <a href="mailto:sponsorship@ntda.org">sponsorship@ntda.org</a> by <a href="#">Sept. 29, 2017</a> . Information is required for Convention presentation scripts/introductions.
Submit Name and Title of Representative who Will Receive a Special Recognition Award during the Awards Dinner (if applicable based on sponsorship level).	Due to <a href="mailto:sponsorship@ntda.org">sponsorship@ntda.org</a> by <a href="#">Sept. 29, 2017</a> . Information is required for Convention presentation scripts/introductions.
Register Your Staff for the NTDA Convention (an announcement will be made when online registration is available — usually by late May or early June)	Pre-paid Convention registration required by <a href="#">Sept. 29, 2017</a> . <b>Keep in mind that the golf tournament often sells out by July.</b>
For Sponsorship Advertising Combined Packages, see the <i>NTDA Marketing Guide</i> or Insertion Order Form(s) for Publication Dates and Artwork Deadlines.	<b>Questions?</b> Contact NTDA President Gwen Brown toll-free at 1-800-800-4552, direct dial (810) 229-5960, or e-mail <a href="mailto:gwen@ntda.org">gwen@ntda.org</a> .

Ship Sponsorship-related Materials (e.g., golf swag and give aways, registration welcome bag inserts, etc.) to:  
 National Trailer Dealers Association • 9864 E. Grand River Ave., Ste. 110-290 • Brighton, MI 48116 • [sponsorship@ntda.org](mailto:sponsorship@ntda.org)



# 27th Annual NTDA Convention Shipping Information

TPC Sawgrass Marriott Golf Resort & Spa utilizes Corporate 1 Events for shipping/handling/drayage.



## Shipping/Handling Rates and Information for Exhibitors:

All shipments can be received no more than 5 days (e.g., Oct. 5, 2017) in advance of the Convention. Shipments can be received Monday through Friday between 8:00 a.m. and 6:00 p.m. at Corporate 1 Events, 5225 Phillips Hwy., Ste. 2, Jacksonville, FL 32207.

### Receiving and handling fees are as follows: (One-time inbound charge)

Letters/Packs = \$3.00	46-70 lbs. = \$30.00
1-10 lbs. = \$5.00	71-100 lbs. = \$45.00
11-20 lbs. = \$10.00	101-150 lbs. = \$80.00
21-45 lbs. = \$20.00	
Crates, Pallets and cases up to 500 lbs. = \$150.00	
Crates, Pallets and cases over 500 lbs. = \$0.30/lb.	

For oversized packages (larger than a standard pallet) special arrangements can be made by calling Corporate 1 Events' Paul Daum at **(407) 342-2712**, or e-mail **paul@corporate1events.com**. Corporate 1 Events can assist with your trade show management and on-site freight and handling for \$175 per 4 hours if needed.

**Ship/address all packages to the address below and please ensure all packages are clearly marked with (see enclosed shipping label and payment form):**



27th Annual NTDA Convention  
 Exhibiting Company Name/Representative Name  
 Booth or Tabletop Number  
 Corporate 1 Events  
 5225 Phillips Hwy., Ste. 2  
 Jacksonville, FL 32207

**Any materials being shipped FROM TPC Sawgrass Marriott following the event MUST include your individual FedEx or UPS label AND your account number for UPS or FedEx. Pre-paid shipping only.**

**Shipments through common carriers must have a bill of lading and be fully paid in advance by the exhibitor.**

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE**

**CANNOT ARRIVE BEFORE OCT. 5, 2017**

TO: \_\_\_\_\_

EXHIBITOR/REPRESENTATIVE'S NAME

C/O: 27th Annual NTDA Convention  
Booth or Tabletop Number: \_\_\_\_\_  
Corporate 1 Events  
5225 Phillips Hwy., Ste. 2  
Jacksonville, FL 32207

**27th Annual National Trailer Dealers**

**Association Convention**

Oct. 11-13, 2017

TPC SAWGRASS MARRIOTT GOLF RESORT & SPA  
EXHIBITION & STROLLING LUNCHEON SETUP OCT. 11

Booth # \_\_\_\_\_ No. of Pieces: \_\_\_\_\_

Box \_\_\_\_\_ of \_\_\_\_\_

**R U S H**

**DO NOT DELAY**

**DEADLINE DATE**

**CANNOT ARRIVE BEFORE OCT. 5, 2017**

TO: \_\_\_\_\_

EXHIBITOR/REPRESENTATIVE'S NAME

C/O: 27th Annual NTDA Convention  
Booth or Tabletop Number \_\_\_\_\_  
Corporate 1 Events  
5225 Phillips Hwy., Ste. 2  
Jacksonville, FL 32207

**27th Annual National Trailer Dealers**

**Association Convention**

Oct. 11-13, 2017

TPC SAWGRASS MARRIOTT GOLF RESORT & SPA  
EXHIBITION & STROLLING LUNCHEON SETUP OCT. 11

Booth # \_\_\_\_\_ No. of Pieces: \_\_\_\_\_

Box \_\_\_\_\_ of \_\_\_\_\_

Corporate 1 Events  
593 Prosperity Lake Drive  
St Augustine Fl 32092  
407-342-272



Credit Card Authorization Form

Please fill out the following information if you are making a payment by Credit Card:

Credit Card Number:

\_\_\_\_\_

Card Type: \_\_\_\_\_

Name (As it appears on Card):

\_\_\_\_\_

Billing Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

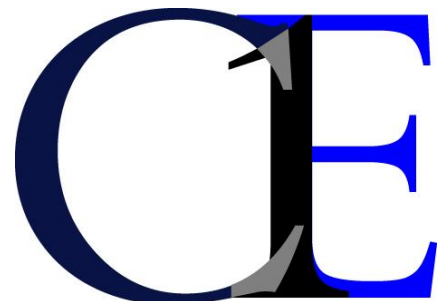
C.I.D.or C.V.V.2. # (code on back of card or AMEX front) \_\_\_\_\_

Email address for receipt: \_\_\_\_\_

Signature: \_\_\_\_\_

Email completed form to: [Paul@corporate1events.com](mailto:Paul@corporate1events.com)

Questions: Call 407-342-2712







**PSAV® at Sawgrass Marriott  
Golf Resort & Spa**  
1000 PGA Tour Boulevard  
Ponte Vedra Beach, FL 32082  
Phone: 904.280.7032  
Fax: 904.373.2128  
Email: [brichardson@psav.com](mailto:brichardson@psav.com)

Event Name: \_\_\_\_\_  
 Set Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Set Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Room(s): \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 On-Site Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Payment Information**

For your security, PSAV does not allow full credit card information to be transmitted via email or facsimile. Please contact your on-site PSAV representative to provide your complete credit card information.

**Signature:** \_\_\_\_\_

I hereby authorize PSAV to charge my credit card for the total of the requested services and / or equipment as indicated on this form I agree that should PSAV be unable to process this credit card, an alternate method of payment will be provided prior to the show.

**PSAV EXHIBITOR AUDIOVISUAL AND ELECTRICAL ORDER FORM**

AUDIOVISUAL EQUIPMENT	RATE / DAY	QTY	DAYS	TOTAL
20" LCD Monitor				
32" LCD Monitor with Stand				
52" LED Monitor with Stand				
Tripod Screen with Skirt				
Laptop Computer				
Wireless Remote Presenter				
Powered Speaker with Stand				
Wired Internet Connection				
Wireless Internet connection (per user/device)				
DID Phone* (direct line to/from outside)				
B&W Laser Printer				
Color Laser Printer				

*\*DID phone does not include local/long distance charges or customized features. These charges to be billed to the customer by hotel.*

ELECTRICAL ORDER*	P R E - S H O W		O N - S I T E		DAYS	TOTAL
	RATE / DAY	QTY	RATE / DAY	QTY		
5 amps						
15 amps						
20 amps						
40 amps						
60 amps						
80 amps						
100 amps						
200 amps						

*\*All electrical orders are single phase 110v service and include extension cord with power strip. 3 phase and 208v services are available upon request.*

Special Requests:	<b>SUB-TOTAL</b>	
	<b>40% LABOR</b>	
	<b>6.5% TAX</b>	
	<b>GRAND TOTAL</b>	

**LABOR:** 40% of your order sub-total.

- 100% payment must accompany each order. No orders will be processed without payment.
- Power is turned on within 30 minutes of show opening, and off within 30 minutes of show closing.
- Confirmation will be sent to email address provided.

**CANCELLATION POLICY:**

One-day rental fee including fees and taxes, will be charged unless notified 72-hours prior to event start time. Please call for additional information on packages or weekly rates.