

Exhibitor Kit

Good day, and welcome to the Rosen Shingle Creek!

PSAV is the exclusive provider of all Rigging and Power Distribution Services, and a preferred provider of Audio Visual Services here at Rosen Shingle Creek.

As your on-site partner, we are uniquely prepared for the many details surrounding the delivery of a successful program.

Important Information:

- All Orders are subject to a 25% Service Charge.
- Tax Exempt Status - If you are exempt from sales tax you are required to submit a State of Florida Exemption Certificate prior to services being rendered.
- Orders must be received **a minimum of thirty (30) days prior to show opening** to qualify for Advance Price.
- Orders received less than thirty (30) days prior to show opening will receive Standard Pricing.
- Orders received less than seven (7) days prior to show opening will receive Standard Pricing and may incur a one hour labor charge.
- **Standard placement for electrical services is the back of an inline booth.**
- **Non-Standard Placement for electrical and other services will require a 2.5 hour Labor Charge (1.5 hours for installation, and 1 hour to dismantle.)** A non-standard placement is defined as any Island Booth, 208V Service, Air Service, Water Service, or any electrical service connection that is not in the back center of your booth.

This packet contains the tools necessary to assist you and your exhibitors in implementing a flawless event.

- Pages 2-3 Payment Information / Regulations and General Information – must be submitted with all orders
- Pages 4-5 Power Distribution Exhibitor Order Form and Booth Layout Form
- Page 6 Air and Water Exhibitor Order Form
- Page 7 Audiovisual Exhibitor Order Form
- Page 8-9 Rigging Order Form

In addition to the attached tools, our knowledgeable staff is available to assist you and your exhibitors. If you have additional questions, please email or call us as follows:

*Exhibit Services Team:

407.996.4473 / RSCExhibits@psav.com

*Rigging Coordinator:

407.996.2237 / CPoker@psav.com

PSAV

■ 9939 UNIVERSAL BLVD. ■ ORLANDO, FL 32819 ■ PHONE: 407.996.4473

■ EMAIL ORDERS: RSCExhibits@psav.com

■ FAX ORDERS: 855.817.4462

Exhibitor Kit

Credit Card Consent / Regulations and General Information

This form must be submitted in order to process the order.

Show Name:		Show Start:		Show End:	
Company Name/Booth Name:				Booth #	
Credit Card #				Exp. Date	
Billing Address				City, State, Zip Code:	
Cardholder's Name				Phone Number:	
Email Address					

I, (please print) _____, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions/Exhibit Regulations and General Information.

Signature: _____ Date: _____

1. Orders must be received with payment a minimum of thirty (30) days prior to scheduled event set up for Advance Price. Orders received less than thirty (30) days prior to scheduled event set up or without payment will be charged at the Standard Prices.
2. PSAV electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a PSAV electrician. PSAV will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or damage or injury to any person caused by the installation, connection or plugging into any electrical outlet by person other than a PSAV electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner for PSAV and DOES NOT INCLUDE connecting equipment, materials, special wiring or labor. Normally all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.

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Credit Card Consent / Regulations and General Information

5. Rates are based on current wage scales and are subject to change in the event of wage changes prior to opening or during the operation of the show. A minimum charge of two and a half (2 ½) hours labor charge, (one (1 ½) hour to install and one (1) hour for dismantle). Time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charged may be assessed for installations. Payment must be rendered in FULL when billed during the event. Service may be interrupted if payment is not received.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. PSAV reserves the right to inspect all electrical devices and connections to insure compliance with all codes. PSAV is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at standard price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. A \$25.00 service charge will be assessed for all returned checks and credit cards.
12. Material and equipment furnished by PSAV for this service order is furnished on a rental basis and remains the property of PSAV and shall be removed ONLY by PSAV Employees. Price also includes all necessary disposable supplies.
13. PSAV Employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
14. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by a PSAV Employee prior to close of event.
15. Credit will not be given for service installed and not used.
16. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay PSAV its attorney fees or applicable agency fees.
17. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after the date of invoice.
18. Exhibitor holds PSAV harmless for any and all losses of power beyond PSAV's control including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
19. As the official Electrical Contractor, PSAV will be responsible for:
- All under carpet distribution of electrical wiring
 - All motor and equipment hook-ups requiring hardware connections
 - The above items require electrical labor, which may be ordered in the Electrical Labor page 4.
20. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge
 - The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
21. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

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Exhibitor Kit

POWER DISTRIBUTION EXHIBITOR ORDER FORM

Show Name:		Start Date		End Date		Booth #	
Company Name/Booth Name							
Onsite Contact:				Telephone Number:			
Email address							

Orders submitted less than 30 days prior to show opening will receive standard pricing.

Standard Placement Electrical Outlets

*Standard placement is the back of an inline booth

120 VOLT	QTY	Advance Price	Standard Price	Cost
5 amp (500 watts)		\$125.00	\$170.00	
10 amp (1000 watts)		\$185.00	\$260.00	
15 amp (1500 watts)		\$215.00	\$305.00	
20 amp (2000 watts)		\$240.00	\$345.00	
25' Extension Cord		N/A	\$32.00	
Power Strip (6 Plugs)		N/A	\$32.00	

Specialty Power – 208 Volt Service

*Requires Labor Charge and Diagram

208 VOLT Single Phase

20 AMPS		\$400.00	\$565.00	
30 AMPS		\$495.00	\$710.00	
60 AMPS		\$670.00	\$950.00	
100 AMPS		\$835.00	\$1,180.00	

208 VOLT Three Phase

20 AMPS		\$550.00	\$785.00	
30 AMPS		\$720.00	\$1030.00	
60 AMPS		\$985.00	\$1,400.00	
100 AMPS		\$1,245.00	\$1,785.00	
200 AMPS		\$1,860.00	\$2,320.00	
400 AMPS		\$2,740.00	\$3,485.00	

Labor

For any request that is not in the back of an inline booth, a 1.5 hour labor charge for installation and 1 hour charge to dismantle will apply

Standard Time		\$100.00/hr.	
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There is a minimum of two and a half (2.5) hours labor charge for all Specialty Services, Custom Installations, 208 Volt Services, Island Booths, and any drops that is not in the back center of your booth. A one (1) hour reset fee will apply after lines have been placed. Diagram with measurements for each power drop is required. Final labor charge will be determined after completion.

FULL PAYMENT IS DUE PRIOR TO SHOW OPENING

25% Service Charge – Applies to All Orders	
6.5% Florida Sales Tax	
TOTAL DUE	

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Exhibitor Kit Booth Layout Form

Company Name:		Booth #
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Important Information:

- Please indicate the size your booth and the surrounding booths in the appropriate locations.
- Island booths/nonstandard installations – A scaled floorplan must accompany orders showing locations of electrical outlet(s), main drop location, connections and lighting equipment.
- Will you have carpet in your booth? YES_____ NO_____

Behind Aisle or Booth # _____

Left Side Aisle
or Booth #

Right Side Aisle
or Booth #

Front/Across Aisle or Booth # _____

Each square is _____ feet, since my booth is _____ feet wide by _____ feet long.

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AIR & WATER EXHIBITOR ORDER FORM

Company Name:		Booth #
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Orders submitted less than 30 days prior to show opening will receive standard pricing.

*Labor is required for all specialty services

Compressed Air Service *PSI 100lbs Average – Prices based on ¼" to ½" line
Includes ¼" Male Connection Only.

	QTY	Advance Price	Standard Price	Cost
Master Line Drop		\$300.00	\$390.00	
Add'l Connections		\$60.00	\$80.00	

Water Line Service *55 PSI min – 70 PSI Max – Prices based on ¼" to ½" line

	QTY	Advance Price	Standard Price	Cost
Master Line Drop		\$300.00	\$390.00	
Add'l Connections		\$60.00	\$80.00	

Reservoir Fill & Drain

	QTY	Advance Price	Standard Price	Cost
0-100 Gallons		\$125.00	\$175.00	
101-500 Gallons		\$175.00	\$225.00	
Each Add'l 100 GALS		\$20.00	\$25.00	

Special Instructions:

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Labor

Standard Time		\$100.00/hr	
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There is a minimum of two and a half (2.5) hours labor charge for all Specialty Services, Custom Installations, 208 VOLT Services, Island Booths, and any drops that is not in the back center of your booth. A one (1) hour reset fee will apply after lines have been placed. Diagram with measurements for each power drop is required. Final labor charge will be determined after completion.

FULL PAYMENT IS DUE PRIOR TO SHOW OPENING

25% Service Charge – Applies to All Orders	
6.5% Florida Sales Tax	
TOTAL DUE	

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Audiovisual Exhibitor Order Form

Company Name:		Booth #
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Important Information:

- *Floor Stands and Wall Mounts are available as an add-on rental item for PSAV equipment only. We are unable to rent these items without also renting a monitor from PSAV.
- Larger monitors and touch screen monitors are available upon request. A quote will be made per exhibitor's request. A labor charge may be required for touch screen monitors installations.
- The 4% Loss/Damage Waiver (Optional Rental Insurance), protects the exhibitor if any equipment is lost, damaged, or destroyed.
- If you decline the Loss/Damage Waiver, please note that replacement cost is three times the rental amount for any damaged or missing equipment

Video Equipment

Monitors include a table top stand and a VGA or HDMI cable.

	Day Rate	Show Rate	QTY	# of Days	Total
24" LCD Monitor (Table Stand Only)	\$145.00	\$290.00			
32" LCD Monitor (Table Stand recommended)	\$275.00	\$550.00			
46" LCD Monitor	\$525.00	\$1,050.00			
55" LCD Monitor	\$710.00	\$1,420.00			
65" LCD Monitor	\$975.00	\$1,950.00			
70" LCD Monitor	\$1,195.00	\$2,390.00			
*Monitor Floor Stand, Height 72"	\$125.00	\$125.00			
*Monitor Wall Mount	\$100.00	\$100.00			
Laptop: All laptops Windows 10		\$250.00			
Intel Compute Stick	\$75.00	\$150.00			
Wireless Keyboard & Mouse	\$50.00	\$50.00			
VGA or HDMI Distribution Amplifier	\$115.00	\$230.00			
Adapters (Mini Display Port, USB-C, Etc.)	\$30.00	\$30.00			

Audio Equipment

	Day Rate	Show Rate	QTY	# of Days	Total
Powered Speaker & Mixer Package	\$150	\$300			
Wireless Microphone Package	\$150	\$300			
DI Box	\$70.00	\$70.00			

Lighting Equipment

*Additional Lighting Options are Available.
Please Email RSCSALES@PSAV.COM for a Quote.

	Day Rate	Show Rate	QTY	# of Days	Total
Atmospheric LED 5 Light Package	\$250.00	\$500.00			

FULL PAYMENT IS DUE PRIOR TO SHOW OPENING

25% Service Charge Applies to All Orders	
4% Loss Damage Waiver	
6.5% Florida Sales Tax	
TOTAL DUE	

Exhibitor Kit Rigging Order Form

Company Name:		Booth #
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Ordering Instructions and Guidelines

**Please complete both pages of this form and return it via E-mail or fax.
Once this form has been received you will be sent a confirmation email and formal Rigging Estimate.**

PSAV is required to make all attachments to the Hotel structure. This includes but is not limited to: ceiling, air walls, existing signage, columns, and railings.

Signs and Banners

- All signs, banners, and set pieces must be assembled by the exhibitor prior to the stated rigging call time requested.
- All signs, banners, and set pieces must include all rated hardware necessary for rigging.
- Electrical signs must be in good working order in accordance with the National
- Electrical Code. Electricity must be ordered in advance.
- Electrical Service is provided by PSAV Power distribution services
- All signs and banners in public areas must be approved by Hotel Management.
- PSAV will not "Dead Hang" items over 100lbs or 10' in length, chain motors will used in these instances.
- All exhibitor rigging must conform to Show Management regulations.

Labor and Pricing

- Orders must be received thirty (30) days prior to Load-In to receive advance rates and guarantee equipment and crew availability.
- Rigging Crews consist of a minimum of 3 riggers.
- Rigging Crews are subject to a 4 hour minimum at the prevailing hourly rate.
- A Service Charge of 25% will be added to the subtotal before tax.
- Tax Exempt Status - If you are exempt from sales tax you are required to submit a State of Florida Exemption Certificate prior to services being rendered.

Cancellation

- Orders must be cancelled 48 hours prior in order to avoid a minimum charge.
- Orders cancelled during or after services have been rendered will be subject to 100% of the original charges.

For Pricing Information and Processing, Please Return Form To:

PSAV Rigging Department
Email To: CPOKER@PSAV.COM

Rosen Shingle Creek
9939 Universal Blvd.
Orlando, FL 32819

PH: 407.996.2237 FAX: 866.225.1303

[Exhibitor Services - Learn More](#)

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Rigging Order Form

Company Name:				Booth #	
On-Site Contact Name:		Phone Number:			
Email Address:					
Event Location		Event Load-In		Event Load-Out Date	
*Preferred Event Load-In Time:					
*Preferred Event Load-Out Time:					
*We will make every effort to accommodate your preferred start time.					
Signage Information <i>*Signs Must be assembled prior to rigger's arrival*</i>					
Sign Type		Sign Weight		Sign Dimensions	
Description of Signage and Instructions Please provide drawing of signs if available.					
Additional Information/Booth Location on Floor					

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