



**HYATT
REGENCY**
BUFFALO/HOTEL AND
CONFERENCE



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 716.855.4825. Email completed form to mwesterling@psav.com

VIDEO/DATA DISPLAY	QTY	PRICE	MONITORS	QTY	PRICE
DVD Player		\$ 65	32" LCD Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 185
LCD Projector		\$ 335	40" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 290
Blu-ray Player / Recorder		\$ 90	55" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 440
AUDIO EQUIPMENT			70" Monitor (Dual-Post Stand, Table Stand, Speakers)		Please contact PSAV for quote
CD Player		\$ 50	POWER		
Wired Handheld Microphone		\$ 45	25' AC Cable		\$ 15
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 140	Power Strip		\$ 15
Individual Small Powered Speaker (up to five people)		\$ 60	CUSTOM ITEMS		
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 335	Flip Chart Easel		\$ 30
4-Channel Mixer		\$ 50	Flip Chart Package		\$ 45
ACCESSORIES			White Board		\$ 45
Tripod Screens: 5', 6', 7' or 8'		\$ 70	White Board Package		\$ 80
42"- 54" Rolling Cart w/Black Skirt		\$ 35			

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

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 Buffalo
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: 2 Fountain Plaza, Buffalo, NY 14202

