

AVT Grand Hyatt Exhibitor Audiovisual Order Form

Conference Name	
Rental Dates	
Set-Up Time	
Tear Down Time	

Company Name	On-site Contact	
Street Address		
City, ST, Zip		
Phone	Fax	
Email		

Payment Type - C.O.D. (circle one)				
Company Check	AMEX	VISA	MC	
CC #			Exp. Date	
Cardholder Name (please PRINT)				
Signature				

Booth Number(s)	
-----------------	--

Equipment (check items needed)

Computer/Data Monitors:	Type	Price Per Day	Quantity	# of Days	Extended Price
	17" Flat Screen Monitor	\$175.00			
	20" Flat Screen Monitor	\$275.00			
	23" Flat Screen Monitor	\$350.00			
	32" LCD Screen Monitor	\$495.00			
	42" Plasma Monitor (16:9)	\$750.00			
	50" Plasma Monitor (16:9)	\$1,200.00			

Computers:				
Laptop Computer	\$295.00			
Desktop Computer	please call			

Video Monitors / Video Players				
27" TV/VCR/DVD	\$250.00			
1/2" VHS Player	\$100.00			
DVD Player	\$100.00			

Setup and Teardown Labor Charge (21.5% of equipment total)	
---	--

Total Cost (add 8.375% tax)	
------------------------------------	--

For items not listed above, please call Audiovisual Techniques at (646) 213 6635.
 Please fax form along with a *clear photocopy of both sides of your credit card* to Audiovisual Techniques at (646) 213-6620 no later than 3 working days prior to your event to place order.
 All electrical charges are separate and billed through the Grand Hyatt New York.
 Please call (212) 883-1234, ext. 6703 for electrical costs.
 All telephone & internet charges are separate and billed through the Grand Hyatt New York.
 Please call your catering or convention services manager for further information.