



Please return completed document to:  
 Kevin Barrett  
 San Ramon Marriott  
 2600 Bishop Drive  
 San Ramon, CA 94583  
 KBarrett@psav.com  
 Direct: 925 244 0628

**Exhibitor/Vendor Audio Visual Request Form**

Convention Name: \_\_\_\_\_  
 Install Date/Time: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Requestor's Name: \_\_\_\_\_  
 Requestor's Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_  
 Remove Date/Time: \_\_\_\_\_  
 Location/Room: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 State / Zip Code: \_\_\_\_\_  
 On Site Contact: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_

COMMUNICATIONS & HIGH SPEED INTERNET ACCESS	
Polycom Speakerphone.....	160.00
Direct Inward Dial Phone Line .....	175.00
<u>Single Wireless Connection .....</u>	<u>20.00</u>
Single Wired Connection .....	150.00
Static IP Address .....	Please Inquire
Public Static IP Address.....	Please Inquire
VLAN Setup .....	Please Inquire

Quantity	Item

AUDIO, VIDEO & SCREENS	
Personal Computer Speaker .....	50.00
SM48 Microphone .....	60.00
Shure Wireless UR Microphone .....	180.00
DVD Player.....	100.00
55" LCD Monitor on floor or table stand.....	605.00
Meeting Room LCD Projector Package – 3500 Lumens .....	605.00
Client Projector Support Package .....	180.00
8 foot Tripod Screen .....	85.00

TERMS
<ul style="list-style-type: none"> <li>• Appropriate labor charges will be assessed for necessary installation, operation and removal of equipment. Labor amounts vary according to order complexity.</li> <li>• All equipment rentals are subject to a 25% house charge and 8.25% tax. High Speed Internet access is exempt from service charge and tax.</li> <li>• Form and payment must be received no later than 2 weeks prior to the show to guarantee pricing.</li> <li>• All requests for service after your arrival are subject to the availability of equipment and the services of our technicians. All advance orders will be given priority.</li> <li>• Confirmation of order will be provided after completed order form and valid method of payment are received.</li> <li>• If confirmation has not been received seven days prior to the event, please contact our team.</li> <li>• 48-hour cancellation terms will apply.</li> </ul>

MEETING ACCESSORIES	
25' or 50' VGA Cable.....	25.00
Wireless Mouse with Laser Pointer.....	45.00
Flipchart Package with Pad and Markers .....	85.00
3'x 4' Dry Erase Board and Markers .....	65.00
20-amp Power Drop with Power Strip .....	40.00

MasterCard     Amex     Visa

Credit Card#: \_\_\_\_\_ Exp.: \_\_\_\_/\_\_\_\_

Print Card Holder Name: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RELEASE OF LIABILITY: The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property, or to any other person, prior, during or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor expressly releases the Hotel from such liability and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage. Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.