



HYATT
REGENCY

CRYSTAL CITY
AT REAGAN NATIONAL AIRPORT

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 30 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. 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 by the days rented. Please include applicable Sales Tax on equipment rental and loss damage waiver.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

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 – Cancellations received within 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the charges contained in the Event Quote. Cancellations received within 72 hours of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver. Client may not add additional network equipment (ie., hubs, switches, routers, access points) without prior consent from account manager)

Form Submission – Email completed forms to:
3590crystalcity@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 32" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 43" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 75" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ _____	_____	_____	\$ _____

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> CD player	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Sound system <input type="checkbox"/> two speakers, two stands, one mixer, one wired microphone <input type="checkbox"/> up to 20 people	\$ _____	_____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> DVD player	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Computer adapter	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Laptop	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Black-and-white printer	\$ _____	_____	_____	\$ _____

PROJECTION

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> LCD projector	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 42"- 54" Rolling cart	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Tripod screen <input type="checkbox"/> 5' <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'	\$ _____	_____	_____	\$ _____

INTERNET

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Wired internet connection	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Wireless internet connection	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dedicated bandwidth	Please contact PSAV for quote			
<input type="checkbox"/> Static IP address	Please contact PSAV for quote			
Order must be received 14 days prior to show date for pricing				

LIGHTING

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Up-light	\$ _____	_____	_____	\$ _____

CUSTOM ITEMS

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Easel	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Flipchart with Post-it paper and markers	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Color printer	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> HDMI cables	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Telephone line	\$ _____	_____	_____	\$ _____

POWER

	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 120V Single Phase – 5 AMP	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 120V Single Phase – 10 AMP	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 120V Single Phase – 15 AMP	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 208V Single Phase – 50 AMP	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 208V Three Phase – 30 AMP	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 208V Three Phase – 60 AMP	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> 25" AC Cable	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Power strip package	\$ _____	_____	_____	\$ _____

SPECIAL REQUESTS

Please add any items not listed above that you require.

PSAV Representative

Hyatt Regency Crystal City

2799 Richmond Hwy, Arlington, VA 22202

■ office: 703.413.6746 ■ email: 3590crystalcity@psav.com





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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **P** to signify power drop(s) and **T** to signify a telephone wiring. If no location is indicated all drops will be placed in the middle back of the booth.

Adjacent Booth No. _____

Adjacent Booth
No. _____

Adjacent Booth
No. _____

Adjacent Booth No. _____

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