



Exhibitor Audiovisual Order Form

Audiovisual Requirements

<input type="checkbox"/> VHS or DVD/32" LCD Monitor Pkg.	\$300	<input type="checkbox"/> AC Cord w/ Power Strip	\$30
<input type="checkbox"/> VHS Deck	\$75	<input type="checkbox"/> Flipchart w/ Pens & Paper	\$65
<input type="checkbox"/> 32" LCD Video Monitor	\$250	<input type="checkbox"/> 5' – 8' Tripod Screens	\$55
<input type="checkbox"/> DVD Player	\$75	<input type="checkbox"/> Polycom Conference Phone	\$125
<input type="checkbox"/> AV Cart	\$25	<input type="checkbox"/> Powered Speaker	\$85
<input type="checkbox"/> Wireless UHF lavalier Microphone	\$160		

Computer Requirements

<input type="checkbox"/> 32" LCD Computer Monitor	\$250	<input type="checkbox"/> (LAPTOP) P4 1.4Ghz 1GB RAM	\$250
<input type="checkbox"/> 50" Plasma Flat Screen Monitor	\$700	<input type="checkbox"/> 18"-20" LCD Computer Monitor	\$190
<input type="checkbox"/> Laser Fax Machine	\$150	<input type="checkbox"/> LCD Proj. Pkg. (3000+ lumens)	\$700

All rates are daily rates plus WA 9.5% sales tax and 22% service charge. Weekly rates available upon request. We have a large inventory of audiovisual equipment available on-site. Please contact us for further information or special requests. For guaranteed availability 48 hour advanced noticed required. All items cancelled within 24 hours of delivery will be billed at full rate. Staff always available on-site for assistance.

Additional Requests or Comments:

Company Name: _____

Your Name: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Phone #: _____ email: _____

Convention Name: _____

Booth #: _____ Dates/Times: _____

I agree to allow Presentation Services/Hyatt Regency Bellevue to use my credit card for payment of all authorized charges that have been arranged by my organization.

Credit Card: American Express Visa MasterCard

Credit Card #: _____ Exp Date: _____

3 Digit Security Code (on back of card, far right set of numbers) _____

Cardholder's Name: _____ Signature: _____

For credit card charges please include a readable photocopy of front and back of card.

Fax all requests to:

**Presentation Services/Hyatt Regency Bellevue
900 Bellevue Way NE Bellevue, WA 98004
Phone: 425-698-4396 Fax: 425-454-3559**