



# CONVENTION CENTER 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
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

### ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 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. Please include applicable Sales Tax on equipment rental.

**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.

**Form Submission** – Email completed forms to: [ren.schaumburg@psav.com](mailto:ren.schaumburg@psav.com)

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day 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.

- MONITORS**
- |   |
|---|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 24” LCD monitor _____ \$250</li> <li><input type="checkbox"/> Table stand</li> <li><input checked="" type="checkbox"/> 55” LCD monitor _____ \$785</li> <li><input type="checkbox"/> Dual-post stand</li> <li><input checked="" type="checkbox"/> 70” LCD monitor Please contact PSAV for quote</li> <li><input type="checkbox"/> Dual-post stand</li> </ul> |
|---|

- MONITOR ACCESSORIES**
- |  |
|--|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Laptop _____ \$275</li> </ul> |
|--|

- PROJECTION**
- |   |
|---|
| <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> LCD projector Please contact PSAV for quote</li> <li><input checked="" type="checkbox"/> Tripod screen _____ \$100</li> <li><input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'</li> </ul> |
|---|





# CONVENTION CENTER EXHIBITOR SERVICES

**R**  
RENAISSANCE®  
SCHAUMBURG CONVENTION CENTER HOTEL

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

## AUDIO EQUIPMENT

- |  | QTY.  |       |
|--|-------|-------|
| ■ Wireless microphone  | _____ | \$220 |
| □ Handheld      □ Lavalier   |       |       |
| ■ Powered speaker  | _____ | \$75  |
| <i>up to five people</i>   |       |       |
| ■ Sound system   | _____ | \$395 |
| ■ <i>two speakers, two stands, one mixer, one wired microphone</i> |       |       |
| ■ <i>up to 20 people</i>   |       |       |
| ■ 4-channel mixer  | _____ | \$75  |

## LIGHTING

- |            | QTY.  |      |
|------------|-------|------|
| ■ Up-light | _____ | \$95 |

## COMPUTER & ACCESSORIES

- |          | QTY.  |       |
|----------|-------|-------|
| ■ Laptop | _____ | \$275 |

## INTERNET

- |                                | QTY.  |                               |
|--------------------------------|-------|-------------------------------|
| ■ Wired internet connection    | _____ | \$200                         |
| ■ Wireless internet connection | _____ | \$30                          |
| ■ Dedicated bandwidth          |       | Please contact PSAV for quote |

## CUSTOM ITEMS

- |   | QTY.  |          |
|---|-------|----------|
| ■ Wired internet line for credit card machine | _____ | \$200    |
| ■ Outside phone line                          | _____ | \$150    |
| ■ Outside phone line for credit card machine  | _____ | \$150    |
| ■ _____                                       | _____ | \$ _____ |
| ■ _____                                       | _____ | \$ _____ |

## SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

**Todd Mrowice**

**Sales Coordinator - PSAV®**

Renaissance Schaumburg Convention Center Hotel  
1551 N Thoreau Drive, Schaumburg, IL 60173

■ office: 847.303.4125    ■ email: [ren.schaumburg@psav.com](mailto:ren.schaumburg@psav.com)





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## BOOTH DIAGRAM

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

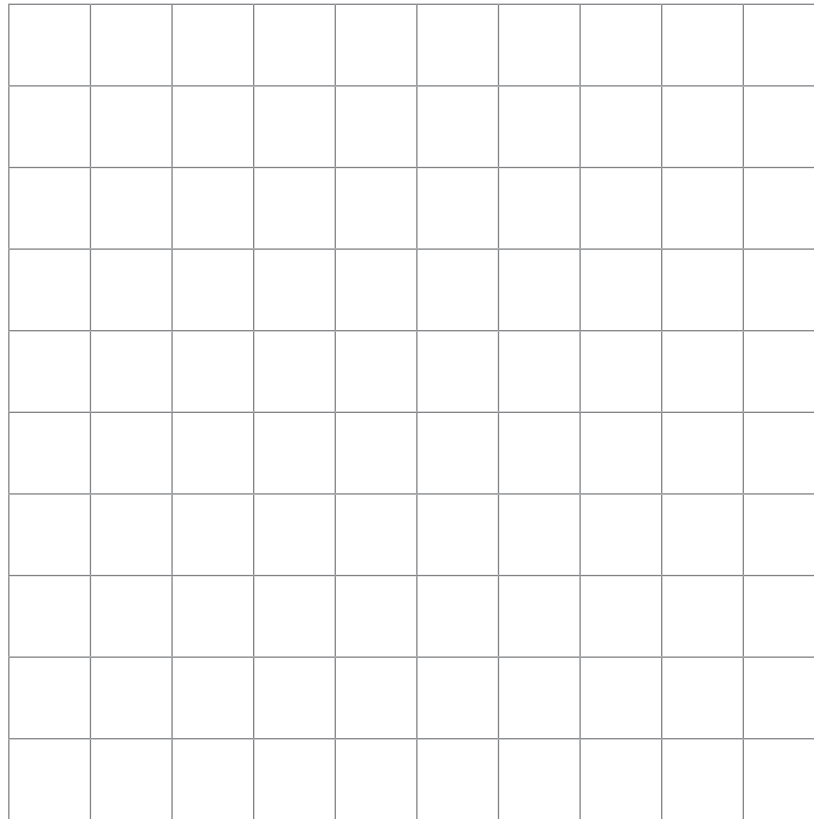
### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop 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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