

EXHIBITOR SERVICES

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



HUNTINGTON BEACH
RESORT & SPA

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 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 five-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. Applicable Sales Tax on equipment rental will be applied.

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

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:
hyatthb.exhibits@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 Event Technology Support (ETS) and Loss Damage Waiver (LDW) will be applied to each order.

MONITORS	PRICE	QTY	DAYS	TOTAL
■ 22”- 24” LED monitor □ Table stand	\$ _____	_____	_____	\$ _____
■ 46” LED monitor □ Floor stand	\$ _____	_____	_____	\$ _____
■ 55”- 60” LED monitor □ Floor stand	\$ _____	_____	_____	\$ _____

POWER	PRICE	QTY	DAYS	TOTAL
■ 10 AMP service (per show) <i>Power strip included</i>	\$ _____	_____	_____	\$ _____
■ 20 AMP service (per show) <i>Power strip included</i>	\$ _____	_____	_____	\$ _____
■ Charging station ■ Power hub features (8) USB ports and (4) AC outlets ■ Requires 10 AMP service above	\$ _____	_____	_____	\$ _____

AUDIO EQUIPMENT	PRICE	QTY	DAYS	TOTAL
■ Wireless microphone □ Handheld □ Lavalier	\$ _____	_____	_____	\$ _____
■ Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ _____	_____	_____	\$ _____
■ Powered speaker ■ one speaker, one stand, one audio patch ■ up to 5 people	\$ _____	_____	_____	\$ _____
■ Sound system ■ two speakers, two stands, one mixer, one audio patch ■ up to 20 people	\$ _____	_____	_____	\$ _____

RIGGING
All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS	PRICE	QTY	DAYS	TOTAL
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____
■ _____	\$ _____	_____	_____	\$ _____

ACCESSORIES	PRICE	QTY	DAYS	TOTAL
■ Blu-ray player, single disc	\$ _____	_____	_____	\$ _____
■ Laptop	\$ _____	_____	_____	\$ _____
■ Black-and-white printer	\$ _____	_____	_____	\$ _____
■ Post-it flip chart package <i>Includes easel, post-it paper pad and markers</i>	\$ _____	_____	_____	\$ _____

SPECIAL REQUESTS
Please add any items not listed above that you require.

LIGHTING	PRICE	QTY	DAYS	TOTAL
■ Up-light <i>Includes one LED uplight per booth</i>	\$ _____	_____	_____	\$ _____

PSAV® Representative
Hyatt Regency Huntington Beach
21500 Pacific Coast Highway, Huntington Beach, CA 92648
■ office: 714.845.4707 ■ email: hyatthb.exhibits@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.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

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