



## SHIPPING INSTRUCTIONS TO HOTEL

**SEND TO:** Astor Crowne Plaza  
739 Canal Street  
New Orleans, LA 70130

**Company Name:** \_\_\_\_\_

**Hold for :** \_\_\_\_\_ (name of person that will claim the box)

**Arrival Date:** \_\_\_\_\_

**\*\*The hotel does not accept any C O D deliveries\*\***

To claim your boxes, please notify the Hotel Operator or the Front Desk, who will contact our Shipping & Receiving Coordinator or Banquet Manager to assist you.

Handling charges will be applied to all boxes received

\$7.50 per box

\$35.00 Gray and Black or any colored cases

\$100.00 Pallet

\$30.00 Anything over 150 lbs

To verify boxes received or ask about charges call 504-962-0500 and ask for our Shipping & Receiving Coordinator during normal business hours.

**HOTEL GUEST FAX NUMBER: 504-962-0501**

**Due to our limited space and the number of boxes received at the hotel, we ask you not to ship your boxes to arrive no earlier than 2-3 days in advance of your arrival date.**

**EXHIBITOR ORDER FORM-2016**



**CROWNE PLAZA®**  
NEW ORLEANS FRENCH QUARTER

**Video Equipment** Qty **DAILY RATE** Days Total  
Advanced\* On Site\*\* Used

DVD Player		\$100.00	\$135.00		
32" Color Monitor (Not for computer use)		\$260.00	\$360.00		
46" Plasma Monitor (Includes monitor stand)***		\$525.00	\$710.00		
55" Plasma Monitor (Includes monitor stand)***		\$1,350.00	\$1,825.00		

For 46" & 55" monitors, specify if displaying on table or if stand is needed below:

\*\*\* PSAV does not supply wall mounts or labor for mounting monitors to your hard sets\*\*\*

LCD Package Including projector, cart, power, VGA cable and 5', 6' or 7' tripod screen		\$690.00	\$940.00		
54" Rolling Cart with Black Skirt		\$35.00	\$50.00		

**Internet** Qty **DAILY RATE** Days Total  
Advanced On Site Used

Per Device-Basic Service-Wireless (includes 1 device connection and 1/8 Mbps of bandwidth)		\$95.00	\$180.00		
Per Device-Basic Service-Wired (includes 1 device connection and 1/2 Mbps of bandwidth)		\$600.00	\$800.00		

**PC Compatible Systems** Qty **DAILY RATE** Days Total  
Advanced On Site Used

Laptop Computer with CD drive		\$250.00	\$340.00		
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Please Note Specific Software/Hardware Needs Below:


**Power** Qty **ONE-TIME FEE** Total  
Advanced On Site

10 amp Single Phase Power		\$175.00	\$250.00	
20 amp Single Phase Power		\$250.00	\$350.00	
Power strip		\$15.00	\$20.00	
25' extension cord		\$15.00	\$20.00	

Labor may apply to under carpet or complex booth sets.

**Computer Accessories** Qty **DAILY RATE** Days Total  
Advanced On Site Used

HP Laserjet 4 Black & White Printer (8ppm, PC)		\$175.00	\$240.00		
20" Wide Screen LCD Monitor		\$150.00	\$210.00		

**Audio Equipment** Qty **DAILY RATE** Days Total  
Advanced On Site Used

CD Player		\$65.00	\$90.00		
Sound System with (2) speakers		\$390.00	\$530.00		
UHF Wireless Microphone (specify lapel or hand held)		\$185.00	\$250.00		
4 Channel Mixer		\$75.00	\$110.00		

**Rental Totals** PAYMENT IS DUE WHEN ORDER IS PLACED

<b>TOTAL</b>	
SET UP/PICKUP/SERVICE CHARGE (24% of Total - \$75.00 minimum)	
<b>SUBTOTAL</b>	
SALES TAX (11% of line Subtotal line)	
<b>TOTAL DUE</b>	

**Customer Information**

Show/Convention Name: \_\_\_\_\_

Show/Convention Dates: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Billing Address 1: \_\_\_\_\_

Billing Address 2: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ordered By: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Ordering Instructions**

- ➡ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. One-day charge for power & telecom.
- Please include applicable Sales Tax on all items.
- 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.
- ➡ Please fill in all blue areas plus the item(s) you are requesting!
- ➡ **LABOR:**  
Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- ➡ **CANCELLATIONS:**  
Cancellation of your order must be received 48 hours prior to delivery date to avoid a minimum one day charge.

**Advanced = Order received by PSAV 11 days or more prior to installation.**

**On-site = Order received by PSAV 10 days or less prior to installation.**

**Delivery Information**

On-Site Contact: \_\_\_\_\_

Booth #: \_\_\_\_\_ Room: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Show Start Date: \_\_\_\_\_ Time: \_\_\_\_\_

End Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Method of Payment** PLEASE CHECK ONE

Card Number: \_\_\_\_\_ Exp Date \_\_\_\_ / \_\_\_\_

Cardholder's Name (as appears on card): \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

American Express

Visa

MasterCard

Billing Address Zip Code \_\_\_\_\_

**Return For Processing**

**PSAV**  
Astor Crowne Plaza Hotel  
739 Canal Street @ Bourbon Street  
New Orleans, LA 70130  
504-265-9666  
877-537-0057  
[kdonate@psav.com](mailto:kdonate@psav.com)