



THE AMERICAN INSTITUTE
OF ARCHITECTURE STUDENTS

AV Order Form

AV Equipment		Daily Rate					Customer Information	
	Qty	Advance	On-Site	# Days	Total			
LCD 3K projector package / 8 ft tripod screen		\$ 705.00	\$ 795.00			Event name: AIAS Forum 2018		
Support package / 8 ft tripod screen		\$ 225.00	\$ 250.00					
32" Monitor w/ table stand		\$ 280.00	\$ 315.00			Company name: American Institute of Architecture Students		
46" Monitor on floor stand		\$ 620.00	\$ 715.00					
55" Monitor on floor stand		\$ 810.00	\$ 920.00			Address:		
Small sound system w/ 1 wired microphone		\$ 450.00	\$ 500.00					
Polycom speakerphone		\$ 170.00	\$ 190.00			City:		
Post-it Flipchart w/ markers		\$ 90.00	\$ 100.00			State: Zip:		
Labor charges might apply - Call for other AV needs.						Ordered by:		
Office/Computer Equipment		Daily Rate					Telephone #:	
	Qty	Advance	On-Site	# Days	Total	Fax #:		
Laptop computer, 2.2GHz, 2GB RAM, MS Office		\$ 245.00	\$ 280.00			Email:		
B&W laser printer (+\$0.20/copy > 500 copies)		\$ 190.00	\$ 250.00					
Color laser printer (+\$0.30/copy > 500 copies)		\$ 425.00	\$ 500.00					
Ream of paper (500 pages)		\$ 20.00	\$ 25.00	n/a				
Labor charges might apply - Call for other office/computer needs.								
Electrical Services		Daily Rate					Ordering Instructions	
	Qty	Advance	On-Site	# Days	Total			
5 Amp power drop w/ 1 PS/AC		\$ 100.00	\$ 120.00			To guarantee equipment availability and advance rate, this order should reach us before 12/1/18		
10 Amp power drop w/ 1 PS/AC		\$ 128.00	\$ 150.00					
20 Amp power drop w/ 1 PS/AC		\$ 187.00	\$ 215.00					
30 Amp power drop w/ 1 PS/AC		\$ 242.00	\$ 280.00					
60 Amp 3-phase power drop		\$ 485.00	\$ 540.00					
60 Amp Clearview distro box		\$ 170.00	\$ 210.00					
Additional powerstrip & AC extension cord		\$ 42.00	\$ 50.00			Operator labor, if requested, is subject to prevailing hourly rate with a 5-hour minimum.		
Labor charges might apply - Call for additional power needs.						Cancellation of ordered equipment must be received 48 hours prior to delivery date to avoid a minimum 1-day charge.		
<p>Neither the Sheraton Seattle Hotel, PSAV, nor their contractors or subcontractors are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection, install a surge protector/undervoltage protector on your computer(s) and/or other equipment as you deem necessary. Electrical contractors for the Sheraton Seattle Hotel /PSAV should make all installation connections to all electrical services. The Sheraton Seattle Hotel nor PSAV will be responsible for any damage of loss of equipment, component, hardware or software and/or injury to any person caused by the installation, connection to or plugging into any electrical outlet by personnel other than Sheraton Seattle, PSAV or authorized agents.</p>								
High Speed Internet Access		Weekly Rate					25% service charge will apply to all orders. An optional 4% loss damage waiver will be added to the order to cover equipment that might be lost, broken, or stolen.	
	Qty	Daily Rate	(3-day+)	# Days	Total			
WiFi up to 3Mbps Shared bandwidth (per user/device)		\$ 30.00	\$ 90.00			All orders are subject to Washington state sales tax.		
Wired up to 2Mbps Shared bandwidth (per line)		\$ 190.00	\$ 570.00					
3Mbps Dedicated bandwidth	n/a	\$ 1,100.00	\$ 3,300.00					
5Mbps Dedicated bandwidth	n/a	\$ 1,835.00	\$ 5,505.00					
10Mbps Dedicated bandwidth	n/a	\$ 3,675.00	\$ 11,025.00					
20Mbps Dedicated bandwidth	n/a	\$ 6,370.00	\$ 19,110.00					
Labor charges might apply - Call for bandwidth options and special network configuration.						Credit card payment is due when order is placed. Please call us at 206.219.3071 to provide your credit card information. Credit card information cannot be delivered via email to protect your security.		
Delivery Information								
On-site contact:								
Meeting room/Booth #:								
Setup date:		Time:						
Event start date:		Time:						
Event end date:		Time:						

Return For Processing



To place your order, email this document to: sbegley@psav.com

