



Grand Geneva Resort & Spa  
Lake Geneva, WI

## Exhibitor Request Form

**24% Service Charge added to all Orders. All Charges listed below are Per Room, Per Day.**

Convention Name: \_\_\_\_\_

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

Booth # & Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone & Fax #: \_\_\_\_\_

Contact Physical Address: \_\_\_\_\_

Install Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_

### HSIA and Phone:

*Wireless Internet is complimentary in all meeting spaces and guest rooms.*

<u>Quantity</u>	<u>item</u>	<u>price per day</u>	<u>subtotal</u>
_____	Hard-Wired Internet Line	\$150 for the first Wired connection	\$ _____
_____		\$100 per additional Wired connection	\$ _____
_____	Telephone Line	\$75.00	\$ _____

### Power:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	20 amp circuit	\$35.00	\$50.00	\$ _____
<i>(single extension cord &amp; power strip included with a 20 amp circuit)</i>				
_____	60 amp circuit	\$370.00	\$400.00	\$ _____

*\*Additional services available. Contact PSAV directly for pricing.*

### Video/Data Projectors:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	LCD Projector Package	\$595.00	\$650.00	\$ _____
_____	19" Flat Panel Monitor	\$150.00	\$175.00	\$ _____
_____	55" TV Monitor	\$525.00	\$540.00	\$ _____
_____	6'-25' Computer Cable	\$25.00	\$35.00	\$ _____
_____	Video Cart (32" or 52" skirted)	\$35.00	\$45.00	\$ _____

### Computer/Printers:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	Laptop	\$250.00	\$299.00	\$ _____
_____	Laser Printer B&W	\$200.00	\$300.00	\$ _____
_____	Fax Machine	\$90.00	\$110.00	\$ _____

**PSAV**

Grand Geneva Resort & Spa  
7036 Grand Geneva Way, Lake Geneva, WI 53147  
■ office: 262-249-4727 ■ fax: 262-245-7506

**Screens:**

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	6' Tripod Screen	\$75.00	\$95.00	\$ _____
_____	8' Tripod Screen	\$75.00	\$95.00	\$ _____
_____	White Board w/Markers	\$60.00	\$75.00	\$ _____
_____	Flipchart w/Markers	\$55.00	\$75.00	\$ _____

**Video Tape Player:**

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	VHS Player W/DVD	\$70.00	\$90.00	\$ _____
_____	DVD Player	\$90.00	\$110.00	\$ _____

**Sound Systems**

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>subtotal</u>
_____	Powered Speaker	\$115.00	\$ _____

*\*Custom systems available please call for quote*

**Microphone Selection for Sound System Above**

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	Wired Microphone :(select one) Handheld, Lavalier	\$65.00	\$95.00	\$ _____
_____	Wireless Microphone: (select one) Handheld, Lavalier	\$165.00	\$190.00	\$ _____
_____	Basic 4 channel Mixer	\$75.00	\$95.00	\$ _____

*(Mixer required to control the volume of any microphone.)*

**Additional comments or instructions:**

---

---

---

**Order Total**

Equipment Total		\$ _____
Service Charge/Delivery	(24% of Equipment Total)	\$ _____
Subtotal	(Equipment plus Service Charge/Delivery)	\$ _____
Tax	(5.5% of the Subtotal)	\$ _____
Grand Total		\$ _____

**\*ORDERS WITHOUT SERVICE CHARGE AND TAX PROPERLY CALCULATED WILL NOT BE ACCEPTED.**

**\*SEE CREDIT CARD AUTHORIZATION AND ADDITIONAL INSTRUCTIONS ON PAGE.**



**\*IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.**

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.**

**1. Cancellation:** In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal of 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of delivery date will be charged a cancellation fee equal to one day's rental plus handling prices.

**2. Risk of Loss:** Equipment rental is the responsibility of Lessee. Any equipment which is lost damaged, or stolen while in the Lessee's care or possession will result in being charged for replacement cost, labor or parts for repair, as the case may be.

**3.** Insurance for the subject equipment is the Lessee's responsibility.

**4. ALL CHARGES LISTED ON THIS DOCUMENT ARE PER DAY.**

**5.** It is the responsibility of the exhibitor to advise a Presentation Services representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

**6.** 24% Service Charge needs to be added to all orders.

**Please complete this Credit Card Authorization Form  
and fax it back to the secured number below.  
For your protection this number goes directly to our  
PSAV office: 262-245-7506 You may also email your  
request to: ggav@grandgeneva.com**

An estimated total charge for the services arranged by your organization will be billed in full to your credit card ten to fourteen days prior to arrival.

Credit Card Type:       American Express     Visa     MC     Diners     Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Number (back of card): \_\_\_\_\_

Cardholder's Zip Code: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

**PSAV**  
Grand Geneva Resort & Spa  
7036 Grand Geneva Way, Lake Geneva, WI 53147  
■ office: 262-249-4727    ■ fax: 262-245-7506

