

Ponte Vedra Inn & Club
Exhibitor AV Equipment Rental & Shipment Handling Fees

NOT included with the exhibitor fee are Equipment Rental fees AND Shipment Receiving/Handling Fees. This most often comes into play if you are having your exhibit shipped to the club and/or you need an electrical outlet for your exhibit. If your exhibit requires either of these, please complete the following form and return to the GSD office at 305-422-3327 or bring to the meeting location during the setup period on Friday, June 5, 2009.

Company	Phone #
Address	Fax #
	E-Mail
City, State, Zip	
Contact Name	On Site Contact Name

Payment Options:

I will be a guest of the resort, please post charges to my room account.

I will not be a guest of the resort. I authorize the hotel to post all charges listed to the following credit card.

Card holder name

CC # Exp

Signature

Ordering Information: Please note that you may fill out the form(s) and return via fax or email for any equipment needed for your exhibit. **Prices listed are per day unless noted otherwise.** There is a 72 hour cancellation policy. 20% service charge will apply to all audio visual equipment. 7% Sales Tax will apply to all orders.

EQUIPMENT RENTAL

QUANTITY		PRE-ORDER PRICE EACH	DAY(s)/DATE REQUIRED
	Miscellaneous		
	Labor (Per Person Per hour)	\$45.00 per hour	
	D.I.D/D.O.D. Phone Line(s) dial up access using modem	\$150.00 per Day	
	T-High Speed Internet Access Prices are per day/per computer/Ethernet card required	\$200.00 per Day	

QUANTITY	20% service charge will be applied to all audio visual orders	PRE-ORDER PRICE PER DAY	Date(s) Required
	Audio-Visual Equipment		
	Multi Outlet Power Strip	\$10.00 each	
	Extension Cord	\$10.00 each	
	Banner Installation	\$25.00 per Banner	

	Portable A/V cart	\$25.00 each	
	20" VCR/Monitor Combo	\$100.00 each	
	27" TV/Video Monitor with Cart	\$135.00 each	
	½" VHS VCR (with) remote	\$60.00 each	
	Beta SP Player	\$450.00 each	
	Cassette Player	\$45.00 each	
	Data Projector	\$600.00 each	
	CD Player (5 disc)	\$50.00 each	
	DVD Player (single disc)	\$75.00 each	
	Small Sound System with Mic & Speakers	\$150.00 each	
	Easel(s)	\$10.00 each	
	Flipchart Easel with Pad & Markers	\$35.00 each	
	Computer Monitor (Please state size: 15" - 17" - 21")	Upon Request	

ELECTRICAL

QUANTITY	<i>(comes with 1 power strip)</i>	PRE-ORDER PRICE PER DAY	DAY(S)/DATE REQUIRED
	<u>Service Available</u>		
	120V 0-20 AMP	\$50.00	
	208V - 100 Amp 3 Phase Service Change	\$150.00	
	Distribution Box for 100 amp	\$150.00	

All rates above include labor, any other special wiring will be billed as follows: Straight time(8:00am – 4:30pm M-F) electrical labor rate, \$45.00 per hour; Premium Time (M-F before 8:00am, after 4:30pm or anytime Saturday, Sundays or Holidays) will be \$65.00 per hour.

CONDITIONS AND REGULATIONS:

- 1) Building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
- 2) All equipment regardless of source of power must comply with all federal, state and city safety codes.
- 3) Claims will not be considered unless filed by exhibitor prior to close of exposition.
- 4) For no reason shall anyone other than “house electrician” make special or direct wiring of electrical connections.
- 5) All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, HP, etc.
- 6) All materials and equipment furnished by Ponte Vedra Inn & Club for this service order shall remain the property of and shall be removed by Ponte Vedra Inn & Club at close of the show.
- 7) All exhibitors’ cords must be 3-wire grounded type. Use of open clips, sockets, latex or lamp cord wire is prohibited. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized shall be grounded. All motors over 3 HP must have magnetic starters and disconnecting switch furnished by the exhibitor.
- 8) Plumbing services will not be available in the Exhibit location. Exhibitors will, however, have access to a water supply in the service area.

**PLEASE RETURN THIS COMPLETED FORM TO THE GSD OFFICE (fax 305-422-3327) or BRING IT TO THE MEETING AND TURN IN AT THE REGISTRATION TABLE DURING EXHIBITOR SETUP. BECAUSE THE TABLES ARE NOT PRE-ASSIGNED, THE POWER WILL BE HOOKED UP DURING SETUP ONCE YOU CHOOSE YOUR TABLE ON SITE.
CALL MARYANN MCGRAIL WITH QUESTIONS 404-310-5866**