



Sheraton Centre Toronto
 123 Queen Street West
 Toronto Ontario
 M5H 2M9
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 sheratontoronto@psav.com

Revised Dec 2009

Trade Show AV Order Form

Event Name		Load in date	
Event Date(s)		Load in times	
Company Name			
Contact Name		Load out date	
Contact Address		Load out times	
Contact Phone	Email Address	Credit Card Info	Please Complete Credit Card Authorization Form
Room Name	Booth Number		
Onsite Contact		Onsite Phone	

Video/Computer Monitors and Accessories

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)
	20" LCD Monitor (for Computer only)	\$110.00	\$137.50		\$-
	30" Flat Panel Monitor	\$300.00	\$375.00		\$-
	42" Flat Panel Monitor with Case Stand	\$770.00	\$962.50		\$-
	50" Flat Panel Monitor with Case Stand	\$1,000.00	\$1,250.00		\$-
	Flat Panel Monitor Deluxe Stand	\$75.00	\$93.75		\$-
	DVD player	\$85.00	\$106.25		\$-
	Laptop Computer	\$325.00	\$406.25		\$-
	Wireless Mouse	\$75.00	\$93.75		\$-

Audio Equipment

Quantity Required	Description	Advance Booking	Onsite Request	Days Required	Total (Qty x Rate x Days)
	CD player	\$85.00	\$106.25		\$-
	Small Powered Speaker - for computer or DVD player	\$55.00	\$68.75		\$-
	Wireless Microphone: Handheld or Lavalier	\$165.00	\$206.25		\$-
	4 Channel audio Mixer (required if renting a microphone)	\$45.00	\$56.25		\$-
	Powered Speaker on Stand	\$85.00	\$106.25		\$-

Misc. Equipment

	42" Rolling cart with black skirt	\$30.00	\$37.50		\$-
	54" Rolling cart with black skirt	\$30.00	\$37.50		\$-

* For Any Other Equipment Requests Please Contact (416) 304 1354 for Pricing *

Labor Rate

Please Select the Appropriate Labor Rate in the far left Column. (example: If the setup and dismantle both take place between 900-1700 enter "1" in the " Day Rate " box. If the setup is between 1700 - 900 and the dismantle is on a weekend enter "0.5" in the "Evening/Early Morning Rate" box and "0.5" in the "Weekend/Holiday Rate" box.

Labor Rate	Description	Advance Booking	Onsite Request	Estimated Hours of Setup & Dismantle	Total (Rate x Hours)
	Setup/Dismantle Day Rate (0900-1700)	\$67.50	\$101.25	0	\$-
	Setup/Dismantle Evening/Early Morning Rate (1700-0900)	\$101.25	\$151.88	0	\$-
	Setup/Dismantle Weekend/Holiday Rate	\$135.00	\$202.50	0	\$-

* PLEASE COMPLETE THE CREDIT CARD AUTHORIZATION FORM *

Additional Comments:

Subtotal	\$-
Labor	\$33.75
19% Service Charge	\$-
5% GST	\$-
8% PST	\$-
Total Order	\$-

Minimum Labour Charge Shown. Labour Charges will be adjusted on final invoice

I Agree to the above: _____ Date: _____

Please sign and return via fax to (416-304-0113) or Email (sheratontoronto@psav.com). Please also include a completed Credit Card Authorization form

Cancellation of services and equipment ordered must be received 48 hours prior to delivery date to avoid a %50 cancellation charge. If services have already been provided at the time of cancellation full charges will apply