



## AUDIO VISUAL & ELECTRIC SERVICE FORM

### GENERAL INFORMATION

Please read the information below before completing this form.

- ALL CHARGES MUST BE PRE-PAID. A 6% PA sales tax applies. Please make checks payable to: The Penn Stater Hotel and Conference Center.
- Prices are subject to change.
- In order to ensure that your request is met, please return this form to Penn State Hospitality Services no later than 2 weeks prior to the exhibit setup date. Orders received after this date may be subject to an additional charge.
- Every effort will be made to accommodate orders received at the time of setup once all previous orders have been filled. Additional charges may be applicable for day of setup requests.
- All Audio Visual equipment and Electric must be ordered through the Conference Services Manager at The Penn Stater Hotel and Conference Center.
- The Penn Stater Hotel and Conference Center will not be responsible for power failures or voltage fluctuations.

### PAYMENT INFORMATION

Billing Name (as it appears on your credit card): \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Method of Payment: AMEX  VISA  MC  DISC  CHECK

Credit Card #: \_\_\_\_\_

Exp Date: \_\_\_\_\_

Signature: X \_\_\_\_\_

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

Onsite Contact if different from Billing Name: \_\_\_\_\_

Conference/Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Booth or Table #: \_\_\_\_\_

Item	Quantity.	Advance Cost	Day of Charge	Billed
Standard Electric (one time charge – per outlet)	Qty	\$40.00	\$60.00	\$
Ethernet Line (one time charge)	Qty	\$50.00	\$75.00	\$
Wireless Internet is complimentary	Qty	X	X	X
Laptop Computer Rental (per day)	Qty	\$125.00	\$175.00	\$
LCD Projector (per day)	Qty	\$300.00	\$350.00	\$
32" Flat Screen LCD TV (per day)	Qty	\$125.00	\$175.00	\$
60" Flat Screen LCD TV (per day)	Qty	\$200.00	\$250.00	\$
	<b>Subtotal</b>			\$
<i>All prices subject to PA 6% sales tax</i>	<b>6% Sales Tax</b>			\$
<i>All prices subject to PA 21% service charge</i>	<b>21% Service Charge</b>			\$
	<b>Total</b>			\$

### SEND FORM TO:

The completed form should be sent your Conference Manager at The Penn Stater at least 2 weeks prior to your event.

**Conference Services Manager : DAWN GRIMES**

**Phone # : 814-863-5067**

**Fax # : 814-863-5001**

**Email Address : [dgrimes@scholartps.com](mailto:dgrimes@scholartps.com)**