



**EVENT TECHNOLOGY, INTERNET AND TELEPHONE SERVICES**

Quantity	Item	Daily Rate	Labor/Tax
	24" Flat Panel LCD	\$250	24% service charge, 9% tax
	40" Flat Panel LCD	\$455	24% service charge, 9% tax
	55" Flat Panel with Floor Stand	\$765	24% service charge, 9% tax
	8' Tripod Screen	\$95	24% service charge, 9% tax
	Post-It Flip Chart with Markers	\$95	24% service charge, 9% tax
	Wireless Internet Connection (per computer) Shared Bandwidth @ 5Mbps	\$22	24% service charge, 9% tax
	Wired Internet Connection (per line) Shared Bandwidth @ 25Mbps	\$200	24% service charge, 9% tax

PSAV® Presentation Services will arrange rental of all Internet Services<sup>1</sup>, data monitors, projection, and all audio visual equipment. Dedicated bandwidth can be requested. For additional items not noted above please call the PSAV office at 213.232.8876 arrange for services.

**SIGNATURE OF AUTHORIZATION:** \_\_\_\_\_

A signed copy of this order form must be returned to the individual listed below at least 10 days prior to your arrival for order to be filled.

Jessica Gonzales  
 Senior Catering Sales Manager  
 Hotel Indigo Los Angeles Downtown  
 899 Francisco street  
 Los Angeles, CA 90017  
 Phone: (213) 232-8855  
 E-Mail: [Jessica.Gonzales@ihg.com](mailto:Jessica.Gonzales@ihg.com)

This letter of agreement confirms that the Hotel Indigo Los Angeles Downtown has authorization to place charges incurred for any/all of the above requested service(s) to the credit card below:

Card Type: \_\_\_\_\_ Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Cardholder Name exactly as it appears on Card: \_\_\_\_\_

Billing address (as it appears on statement): \_\_\_\_\_

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

**\*\*\*Please note this Authorization may be shared internally with onsite PSAV should any Shipping or Audio Visual charges be incurred\*\*\***

**For your protection, forms should not be e-mailed, mailed or faxed to any other number than those listed above.**