



2020 EXHIBITOR ORDER FORM

All rates subject to change without notice.

Exhibitor/Organization:	Name of Event:
Address:	Date(s):
City, State , Zip:	Booth Number:
On Site Contact:	Function Room:
E-Mail:	Setup Time:
Telephone: Fax:	Teardown Time:

ELECTRICAL SERVICES, EVENT TECHNOLOGY, AND INTERNET SERVICES



Quantity	Item	Price
	Power Strip (5 Outlets, Up to 15 Amps)	\$85 (includes labor)
	Extension Cord (1 Outlet, Up to 15 Amps)	\$50 (includes labor)
	20 Amp Service (1 Outlet, Up to 20 Amps)	\$210 (includes labor)

Quantity	Item	Daily Rate	Labor/Tax
	24" Flat Panel LCD	\$250	24% service charge, 9% tax
	55" Flat Panel LCD	\$555	24% service charge, 9% tax
	70" Flat Panel with Floor Stand	\$850	24% service charge, 9% tax
	Flip Chart with Markers	\$80	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

If you require more services than listed:

please contact Josh Garcia, Director of Event Technology – PSAV at joshua_garcia@psav.com with your Audio Visual needs and pricing will be provided

Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited. Under no circumstances shall anyone other than the Hotel electrician make any electrical connections. The chief electrician has the right to refuse any connection where wiring constitutes a fire hazard.

PSAV® Presentation Services will arrange rental of all Internet Services¹, 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.

Joshua Garcia
 Director of Event Technology – PSAV
 Hotel Indigo Los Angeles Downtown
 899 Francisco street
 Los Angeles, CA 90017
 Phone: 213.232.8876
 Mobile: 310.462.6715
 E-Mail: Joshua_Garcia@psav.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: _____ Last 4 Card Number: XXXX-XXXX-XXXX- _____ Expiration Date: _____ CVC Code: XXX_

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.

Package Shipping Information

Please contact the Security Office with any questions at (213)-232-8859 or securitas.indigo@gmail.com

Shipping Information:

Any boxes shipped to the hotel must be clearly labeled in the format below.

Hold for: (Guest Name) (Guest Cell Phone)
c/o Security Office at Hotel Indigo Los Angeles Downtown
899 Francisco Street, Los Angeles, CA 90017
(Convention/Conference/Group/Event Name)

Inbound:

All packages shipped directly to the Hotel will be received by the Security Office and will incur handling charges based on the scale listed below. Packages should arrive no sooner than 2 days prior to the start of the event. Storage fees will be assessed on packages stored more than 5 days.

Outbound:

All outbound packages must have a completed carrier labels to each package. Hotel will be able to store boxes at no charge for three days after the event. Otherwise the \$10.00 per box per day fee will be assessed. Outbound Packages to be picked up by a third party courier should be coordinated in advance with Catering Manager/Convention Service Manager. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation cost.

Package Handling Fees

\$5.00 per box under 25lbs
\$25.00 per box for 25-50lbs
\$35.00 per box over 50lbs
Pallets are assessed at the rate of \$150.00 per pallet