



Five-Star Audiovisual Exhibitor Request Form

Exhibitor Information

Event Name:		Event date:	
Company:		Email:	
Address:			
City, State, Zip			
Phone Number:		Booth #:	

Audiovisual Requests

Quantity	Item	Price	Date(s) Requested
	Exhibitor Booth Power	\$75 / per-day	
	25' AC Cable	\$25 / per-day	
	55" TV Flat Panel Monitor	\$250 / per-day	
	70" TV Flat Panel Monitor w/Stand	\$550 / per-day	
	Flip-Chart w/ Markers	\$50 / per-day	
	Wireless LED Uplights	\$150 / per-day	
	6' HDMI Cable	\$25 / per-day	
	25' HDMI Cable	\$35 / per-day	
	50' HDMI Cable	\$45 / per-day	

Internet Requests

Setup Date:		Setup Time:	
Quantity	Item	Price	Date(s) Requested
	Wireless Internet	\$10 / per-device, per-day	
	Wired Internet	\$150 / per-line, per-day	

All pricing does not reflect service charge, sales tax or delivery fee.

Items Total \$

Note: Payment for exhibitor requested items must be paid 3 business days prior to the scheduled event.

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Power access for exhibitor booths will be located at the back of the booth. It is the exhibitor's responsibility to route power to specific locations with-in their booth(s). AC cables are available upon request, while supplies last for an additional cost or can be ordered from request form.

Wireless internet connections are charged per-device, per-day. Additional detected devices will be charged accordingly. Please indicate the date and time at which you (or your company) will be arriving to begin the setup of your exhibit booth. A technician will meet you to accomodate any additional requests and provide the internet credentials for your requested device(s).

Please email request form to:

Gene Tardy, Director of Event Productions

Email: gtardy@five-starav.com

P: 940.22.9424

Credit Card Authorization and Billing Information

Name on Card:			
Company:		Email:	
Address:			
City, State, Zip			
Phone Number:		Booth #:	
I hereby authorize Five-Star Audiovisual to charge my credit card			
Circle One	<input type="checkbox"/> Visa - <input type="checkbox"/> Master Card - <input type="checkbox"/> American Express - <input type="checkbox"/> Dinners - <input type="checkbox"/> Other		
Card Number			
Expiration		Security Code	
Signature	Date		
Total charge of requested items		\$	

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By signing this document, I give Five-Star Audiovisual authority to charge my credit card for all charges incurred on my account as well as to obtain any necessary pre-authorization for any estimate charges on the a aforementioned. Furthermore, I authorize Five-Star Audiovisual to verify the aforementioned and agree to hold Five-Star Audiovisual harmless of all disputes with the credit card company issuing the aforementioned card. The authorization shall survive at all times.

Please fax billing information to:

Accounting Department Director: Heather Sartin

Embassy Suites by Hilton Denton Converntion Center
 3100 Town Center Trail
 Denton, Texas 67201
 F: 833.779.0762 | P: 940.220.4854

Note:

Please email ***Five-Star Audiovisual Exhibitor Request Form*** to the Director of Event Productions.
 Gene Tardy gtardy@five-starav.com

Please fax ***Credit Card Authorization and Billing Information*** to Director of Accounting.
 Heather Sartin Fax 833.779.0762