

AUDIO VISUAL & ELECTRIC SERVICE ORDER FORM

The Penn Stater Hotel and Conference Center

215 Innovation Boulevard

State College, PA 16803

Phone: 814-863-5000 Fax: 814-863-5001

www.pennstatehotels.com

Please return to Conference Manager: **Rick Ledney** Email: **rpl113@psu.edu**

Name of Conference: **Building Performance Association** Dates: **9/30-10/1, 2019**

Company: _____ Booth/Table #: _____

Name: _____ Phone: _____

Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Check Number: _____ Credit Card Number: _____ Expiration: _____

Important: Please read the information below before completing this form.

- A. ALL CHARGES MUST BE PRE-PAID. A 6% PA sales tax applies. Please make checks payable to: The Stater Hotel and Conference Center.
- B. Prices are subject to change.
- C. In order to ensure that your request is met, please return this form to Penn State Hospitality Services no later than 15 days prior to the exhibit setup date. Orders received after this date may be subject to an additional charge.
- D. 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.
- E. All audio visual equipment and electric must be ordered through the Conference Services Manager at The Penn Stater Hotel and Conference Center.
- F. The Penn Stater Hotel will not be responsible for power failures or voltage fluctuations

Audio Visual and Electric Request Form

Item	Qty.	Cost	Day of Charge	Billed
1. Standard Electric Service (charge per outlet)-one time charge		\$40.00	\$60.00	
2. Ethernet Line (one time charge)		\$50.00	\$75.00	
3. Wireless Internet is complimentary		N/A	N/A	
4. Conference Phone/Speaker Phone (per day)		\$90.00	\$135.00	
5. Unrestricted Phone Line (toll calls additional)-one time charge		\$50.00	\$75.00	
6. Laptop Computer Rental (per day)		\$100.00	\$150.00	
7. Computer Monitor (per day)		\$50.00	\$75.00	
8. LCD Computer Projection (per day)		\$250.00	\$375.00	
9. Projection Screen (per day)		\$25.00	\$40.00	
10. Blu-Ray or DVD Player (per day)		\$50.00	\$75.00	
11. 32" Flat Screen LCD TV (per day)		\$125.00	\$190.00	
12. Laser Pointer (per day)		\$25.00	\$40.00	
	Subtotal			
	6% Sales Tax			
All prices subject to PA 6% sales tax & 18% Gratuity	18% Gratuity			
	Total			