

# AUDIO VISUAL & ELECTRIC SERVICE ORDER FORM

## *Penn State Hospitality Services*

**The Penn Stater Conference Center Hotel**

215 Innovation Boulevard  
 State College PA 16803  
 Phone: 814-863-5000 Fax: 814-863-5001

Please return to Conference Manager: **Margo Williamson**

Name of Conference: **Transportation Engineering & Safety** Dates: **December 9–11, 2009**

Company: \_\_\_\_\_ Booth: \_\_\_\_\_ N/A

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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: Penn State University.**
- 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 Conference Center Hotel.

### Audio Visual and Electric Request Form

Item	Qty.	Cost	Billed
1. Overhead Projector (per day)		\$40.00	
2. High Intensity Overhead Projector (per day)		\$45.00	
3. Slide Projector (35mm)-per day		\$40.00	
4. VHS and Monitor (per day)		\$95.00	
5. Laser Pointer (per day)		\$17.00	
6. Conference Phone/Speaker Phone		\$80.00	
7. Unrestricted Phone Line (toll calls additional)-one time charge		\$40.00	
8. Internet Connection (Ethernet)-one time charge		\$40.00	
9. Laptop Computer Rental (per day)		\$85.00	
10. Computer Monitor (per day)		\$40.00	
11. Computer Projection (per day)		\$250.00	
12. Projection Screen (per day)		\$25.00	
13. Standard Electric Service (charge per outlet)-one time charge		\$25.00	
14. 220 Electric Service (charge per outlet)-one time charge		\$50.00	
15. Other:			
	Subtotal		
<b>All prices subject to PA 6% sales tax.</b>		Sales Tax	
	Total		