



**VENDOR PRICING FORM**  
**SC Assn School Librarians**  
**March 22-24, 2017**

**\*\*Please email orders to your Event Manager at [krystal.capps@hyatt.com](mailto:krystal.capps@hyatt.com)\*\***

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\*\* For Guaranteed Service, orders must be placed (10) days in advance \*\***

**Add 50% for all same day orders.**

**HYATT REGENCY GREENVILLE IS NOT LIABLE FOR DAMAGED EQUIPMENT**

**Electrical Circuits**

- \_\_\_\_\_ 120V (Basic Power Connection)--\$30.00 each**
- \_\_\_\_\_ 110V/60AMP Multiple Outlet Power Distribution--\$90.00 each

**Additional Items**

- \_\_\_\_\_ Additional Power Strip/Surge Protector--\$25.00 each
- \_\_\_\_\_ Banner Hanging--\$35.00 each

**Packages**

The Hyatt Regency Greenville Will Store Your Packages A **Maximum Of 3 Days Prior** To Your Arrival. Please Observe The Following Instructions To Ensure Proper Handling Of Your Meeting Materials. Each Item Should Be Clearly Marked With The Following:

- A. Your Organization Name And/Or Name Of The Event
- B. Hold For Arrival 00/00/00
- C. The Name Of Your Organization's On-Site Contact
- D. C/O Hyatt Regency Greenville  
220 North Main Street  
Greenville, SC 29601

The Hyatt Regency Greenville Has Limited Storage Space Available. Packages Will Be Accepted **Up To Three Days Prior** To Your Scheduled Event. Anything Arriving More Than Three Days Prior Will Not Be Accepted And Consequently Returned To Sender.

**Fees For Storing/Handling Of Boxes** Are As Follows (This Fee Includes Moving The Boxes From Storage To Destination Determined By Group:

- \$3.00 Per Box Per Day
- \$10.00 Per Exhibitor Case Per Day
- \$50.00 Per Pallet Per Day

Rates quoted above cover only delivery of services to the booth or meeting room and do not include connecting equipment or special wiring. All wiring and electrical work on exhibitors display or group equipment must be handled by the group. The Hotel is not allowed to repair or direct wire client equipment due to liability.

**Payment**

Card Type (circle)      Visa      MasterCard      Discover      American Express

CC#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature above authorizes the charges for the items noted



Convention Name: \_\_\_\_\_

Convention Dates: \_\_\_\_\_

	Quantity	x Daily Cost	x Days	=	Total
20" Flat Screen Monitor		\$175			
32" LCD TV w/ VGA Input		\$250			
50" Plasma w/ VGA Input		\$400			
LCD Projector (3300 Lumens)		\$500			
Laptop with MS Office		\$200			
DVD player		\$85			
Projection Tripod Screen (5', 6' or 8')		\$70			
Flipchart with paper & markers		\$50			
Wireless Internet Connection		\$25			
Wired Internet Line		\$100			
4' x 6' WhiteBoard		\$75			

\* Please call for additional equipment not listed

\* All orders will include labor fees

Subtotal	
Labor	
Tax	
<b>TOTAL</b>	

\* Delivery charges may apply

Delivery Fee (if applicable)

- \* PSAV is the Official provider of all on-property AV and Production needs
- \* Orders must be submitted one week prior to ensure prompt delivery
- \* Cancellation without notice will result in a 75% cancellation charge

Exhibitor Information	Payment
Company Name _____ Booth Number / Location _____	Pre-payment must accompany all orders unless prior arrangements have been made. <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Master Card
Onsite Contact: _____	
Email: _____	Master Account/Room # _____
Address: _____	
City, State, Zip: _____	
Phone: _____ Fax: _____	Card Holder's Name: _____
Set-up Date: _____ Time: _____	Credit Card Number: _____ Expiration Date: _____
Removal Date: _____ Time: _____	Signature _____ Date _____

PSAV  
Hyatt Regency Greenville  
220 N Main St  
Greenville, SC 29615

**Phone : 864-467-0073**