



Dear Exhibitor,

Thank you for exhibiting at the Joint American Homeopathic Conference in the **Renaissance Phoenix Downtown Hotel**. Below is information regarding shipping and electrical requests.

## Shipping

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All boxes shipped to the Renaissance Phoenix Downtown Hotel must contain a label stating the following information:

**Hold For Guest: (Guest Name) (Guest Cell Number)**  
**c/o FedEx Office at Renaissance Phoenix Downtown Hotel**  
**100 N. 1st Street**  
**Phoenix, AZ, 85004**  
**JAHC 2018**  
**Box \_\_\_\_ of \_\_\_\_**

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated above) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Renaissance Phoenix Downtown Hotel.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at 602.229.1069. Package deliveries should only be scheduled after the recipient has checked into the hotel.

## PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$150.00	\$150.00

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00, which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

\*\* No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

## Audio Visual

Presentation Services (PSAV), our Audio Visual Company, provides you with all of the audiovisual needs you may have.

Wireless Internet will be available in the meeting areas, including the exhibit hall.

We will be providing you (1) power strip to connect to the power within the exhibit hall. Should you require more than that, please contact Jessica Dougherty at [jdougherty@homeopathycenter.org](mailto:jdougherty@homeopathycenter.org) for pricing. It will be approximately \$50 per day.

For all additional audio visual needs, please complete the attached form with your requirements, company name & contact information, booth number, and billing information. This form should then be emailed to Michael Bergin, PSAV, at [mbergin@psav.com](mailto:mbergin@psav.com)

## Set-Up & Dismantle

**Set-up:** Friday, April 6, 2018 at 11:30 am – 4:30 pm

**Dismantle:** Sunday, April 8, 2018 at 10:30 am – 12:00 noon

## Open Exhibit Hours

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<b>Friday, April 6, 2018</b>	5:00 PM – 7:00 PM
<b>Saturday, April 7, 2018</b>	8:00 AM - 2:15 PM 4:00 PM - 9:00 PM
<b>Sunday, April 8, 2018</b>	7:00 AM – 10:30 AM

## Special Events in the Exhibit Hall

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### Friday, April 6, 2018

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**Opening Reception in Marketplace**  
5:00 PM - 7:00 PM

### Saturday, April 7, 2018

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**Coffee Break in Marketplace**  
10:30 AM - 11:15 AM

**Lunch in Marketplace**  
1:15 PM - 2:15 PM

**Coffee Break in Marketplace**  
4:15 PM - 5:00 PM

**Consumer Night**  
[Healthy & Holistic Living: Integrating Homeopathy into a Healthy Lifestyle](#)

7:00 PM – 9:00 PM  
*\*Open to the Public*

### Sunday, April 8, 2018

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**Breakfast in Marketplace**  
7:00 AM - 8:00 AM

**Coffee Break in Marketplace**  
10:00 AM - 10:30 AM



Questions? Call 480-707-3762 or email: mbergin@psav.com

**CUSTOMER INFORMATION**

Booth Number _____		Booth Name _____	
Company _____		On-site Contact _____	
Address _____		On-site Cell _____	
City _____	State & Zip _____	<b>Onsite Deliver/Setup: (someone MUST be present for delivery)</b>	
Ordered By _____	Fax _____	Delivery Date: <b>Friday, April 6, 2018</b>	
Phone _____	Email _____	*Time frame: <b>11:30pm-4:00pm</b>	

**ALL PRICING IS FOR THE LENGTH OF SHOW** Please call for items not listed on form.

Qty	On or Before 3/23/18	On or After 3/24/18	Total
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LCD Monitors (Includes Speakers)		20% Discount Rate	Standard Rate	
32" LCD Wide Screen Monitor (16:9)	Tabletop	\$ 200.00	\$ 250.00	
52" LCD Wide Screen Monitor (16:9)	Floor Stand	\$ 400.00	\$ 500.00	
55" LED Wide Screen Monitor (16:9)	Floor Stand	\$ 480.00	\$ 600.00	
70" or Larger LCD/LED Video Monitors Available		<b>Please Call for Quote</b>		
***Single-Touch and Multi-Touch Touchscreens Available. Floor stands are additional. See below for pricing		<b>Please Call for Quote</b>		

Computer ONLY Monitors (Speakers NOT included)		20% Discount Rate	Standard Rate	
19" LCD Wide Screen Monitor (16:9)	Tabletop	\$ 128.00	\$ 160.00	
24" LED Wide Screen Monitor (16:9)	Tabletop	\$ 200.00	\$ 250.00	

**IMPORTANT INFORMATION**

What source will be used with the monitor(s)? (Please indicate below)  
 Computer \_\_\_\_\_; DVD/VCR or other Video Device \_\_\_\_\_; Multiple \_\_\_\_\_; Other (specify) \_\_\_\_\_  
**MAC USERS: PSAV does not supply conversion video adaptor (dongle). Please be sure to bring your own.**

**Multi-Purpose Computers - Windows (17" LCD Monitor, Wired Mouse and Keyboard included with Desktop Computer)**

	20% Discount Rate	Standard Rate	
Desktop - Mid Range PC	\$ 280.00	\$ 350.00	
Laptop - Lenovo T440	\$ 200.00	\$ 250.00	

**Computer Accessories & Printers**

	20% Discount Rate	Standard Rate	
HP LaserJet 4000 Series Black & White Printer (25 PPM, Mac, PC, Network)	\$ 200.00	\$ 250.00	
Keyboard and Mouse - Wired	\$ 24.00	\$ 30.00	
Keyboard and Mouse - Wireless	\$ 48.00	\$ 60.00	
Computer Speakers w/ Subwoofer	\$ 48.00	\$ 60.00	

**Miscellaneous** Please Circle One

	Shelf	No Shelf	20% Discount Rate	Standard Rate	
Floor Stand with Optional Shelf (For use with PSAV 30" or larger monitors only)	<input type="checkbox"/>	<input type="checkbox"/>	\$ 200.00	\$ 250.00	
54" Rolling Cart w/ Black Skirt			\$ 40.00	\$ 50.00	
DVD Player (US compatible, Region 1/NTSC)			\$ 92.00	\$ 115.00	
DVD Player (Multi-Format, Region Free, NTSC/PAL)			\$ 140.00	\$ 175.00	
Blu-Ray Disc Player			\$ 160.00	\$ 200.00	
VGA Distribution Amplifier			\$ 52.00	\$ 65.00	
Video Distribution Amplifier			\$ 52.00	\$ 65.00	
HDMI Distribution Amplifier (1x8)			\$ 52.00	\$ 65.00	

PSAV reserves the right to modify this form at any time.

Page Total \_\_\_\_\_



Company	Booth #	<b>Total Page One</b>
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Audio	Please Circle One	QTY	20% Discount Rate	Standard Rate
Wired Microphone	Handheld    Lavalier		\$ 52.00	\$ 65.00
UHF Wireless Microphone	Handheld    Lavalier		\$ 240.00	\$ 300.00
UHF Wireless Microphone - <b>Headset</b>			\$ 376.00	\$ 470.00
Individual Self Powered Speaker with stand ( <i>up to 10 people</i> )			\$ 72.00	\$ 90.00
Small Exhibit Sound System with (2) speakers and (2) stands ( <i>up to 50 people</i> )			\$ 176.00	\$ 220.00
Large Exhibit Sound System with (2) speakers, (2) stands and mixer ( <i>up to 100 people</i> )			\$ 212.00	\$ 265.00
Custom Exhibit Sound Package			<b>Please Call for Quote</b>	
Audio Distribution Amplifier (splitter)			\$ 72.00	\$ 90.00
4 Channel Audio Mixer			\$ 60.00	\$ 75.00

Additional Equipment	QTY	20% Discount Rate	Standard Rate

**Terms & Conditions**

<p>➤ Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.</p> <p>➤ Your card WILL be charged approximately 10 days prior to show start date.</p> <p>➤ PSAV will <b>NOT</b> deliver equipment to an unattended booth. An authorized representative must sign for all equipment.</p> <p>➤ Delivery &amp; Pickup labor charges include drayage, delivery, setup, on-site service and pickup. <b>(\$75 minimum charge.)</b></p> <p>➤ Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.</p> <p>➤ Sales taxes are estimated and are due on all equipment and labor where applicable.</p> <p>➤ The prevailing sales tax rate at the time the customer's credit card is charged will be applied.</p> <p><b>IMPORTANT: PSAV Cancellation Policy - All cancellations must be submitted in writing.</b> Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.</p> <table border="0" style="width:100%;"> <tr> <td style="width:15%;"><b>** Wall Mounting</b></td> <td style="width:15%;">ST Hours (1.0X)</td> <td style="width:15%;">\$85.00</td> <td style="width:55%;">Monday - Friday 8am to 5pm</td> </tr> <tr> <td></td> <td>Lexington Rates</td> <td>\$127.50</td> <td>Monday - Friday 5pm to 12am; Saturday after 8 hours</td> </tr> <tr> <td></td> <td>DT hours (2.0X)</td> <td>\$170.00</td> <td>Monday - Saturday 12am to 8am; all day Sunday; after 14 hours</td> </tr> </table> <p>Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. Call for a quote. PSAV is <b>NOT</b> responsible for attaching the hardware to the structure. Please ensure the hardware is attached to the structure <b>PRIOR</b> to your installation.</p> <p><b>Tax Exempt Status</b> If you are exempt from payment of sales tax, we require an exemption certificate for the state in which the event is held.</p> <p><b>Damage Waiver</b> If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to <b>PSAV's Equipment Loss and Damage Acknowledgment.</b></p>	<b>** Wall Mounting</b>	ST Hours (1.0X)	\$85.00	Monday - Friday 8am to 5pm		Lexington Rates	\$127.50	Monday - Friday 5pm to 12am; Saturday after 8 hours		DT hours (2.0X)	\$170.00	Monday - Saturday 12am to 8am; all day Sunday; after 14 hours	<p>Equipment Rental Total</p>	
<b>** Wall Mounting</b>	ST Hours (1.0X)	\$85.00	Monday - Friday 8am to 5pm											
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	DT hours (2.0X)	\$170.00	Monday - Saturday 12am to 8am; all day Sunday; after 14 hours											
	25%	Delivery & Pickup Labor												
	<b>(\$75 Minimum)</b>													
	Wall Mounted Monitor(s), add	<b>\$170.00</b>												
	<b>PER monitor</b>													
	Damage Waiver	12% of Rental Total												
	<b>Yes ___ No ___</b>													
	8.600%	Sales Tax Rental Total & Labor/Waiver												
	<b>Grand Total</b>													

**\* NOTE: PLEASE DO NOT WRITE CREDIT CARD NUMBER ON FORM CALL**

**CREDIT CARD INFORMATION**



Name on Card	Company
Card Number: Call Mike Bergin 480-707-3762	Billing Address
Expiration Date	City
	State/Zip
Card Holder Signature	Phone Number