



**THE COSMOPOLITAN**  
of LAS VEGAS

EMAIL OR FAX FORMS TO:

**PSAV®**

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

QUESTIONS OR NEED A RECEIPT? EMAIL: [cosmopolitanexpo@psav.com](mailto:cosmopolitanexpo@psav.com)

BOOTH NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			EMAIL ADDRESS:		
ORDERED BY:					

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

**NO CHECKS ACCEPTED**

## ELECTRICAL SERVICES FORM

The Cosmopolitan of Las Vegas nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector / over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for TCOLV should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection of plugging into any electrical outlet by persons other than their personnel.

To receive advance prices PSAV must receive your order, with credit card information, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

Call PSAV for pricing on outlets and phases not indicated on this form, (i.e.; 480 volt, special or foreign voltages or outlets exceeding those indicated.)

ELECTRICAL OUTLETS	120 VOLT ADVANCE ORDER PRICE	120 VOLT LATE ORDER PRICE	208 VOLT 10 PRE-SHOW ORDER PRICE	LATE	QUANTITY OF 120 VOLT	SUBTOTAL
10 Amps	\$149.00	\$224.00				\$
20 Amps	\$200.00	\$300.00	\$310.00	\$465.00		\$
30 Amps			\$395.00	\$593.00		\$
60 Amps			\$649.00	\$974.00		\$
100 Amps			\$979.00	\$1,469.00		\$
Outlets over 100 Amps	Call for Quote	Call for Quote	<b>Important Note:</b> Any outlet other than 120 Volt requires Labor and Materials. Outlets will not be installed without a credit card on file with Presentation Services.			
Outlets & phases other than 120 or 208 volt	Call for Quote	Call for Quote				

ELECTRICAL MATERIAL	QUANTITY	PRICE PER UNIT	
25' Extension Cord		\$20.00 + 8.15% NV State Sales Tax	
6 Outlet Plug Strips		\$20.00 + 8.15% NV State Sales Tax	
Pricing is based on a 3 day show. Additional days will require an additional 25% per day.			Total Material
LABOR RATES: \$125.00 Straight time / \$157.00 Overtime / \$210.00 Doubletime			Total Labor
<b>LABOR:</b> Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A floor plan is needed in order to proceed with the electrical distribution from overhead or on the floor. Please indicate what type of labor assistance you will require by completing the appropriate information below. Please indicate dates you would like work to commence.			
DATE/TIME:	Distribution under carpet:	Overhead Distribution (where available)	Lighting Fixtures:
			Equipment Hookup:

**Electrical service is an exclusive service of THE COSMOPOLITAN of LAS VEGAS.**

All prices are subject to change without notice.

2017





**THE COSMOPOLITAN**  
of LAS VEGAS

EMAIL OR FAX FORMS TO:

**PSAV®**

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

QUESTIONS OR NEED A RECEIPT? EMAIL: cosmopolitanexpo@psav.com

BOOTH NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			EMAIL ADDRESS:		
ORDERED BY:					

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.  
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.  
NO CHECKS ACCEPTED**

## AUDIO VISUAL SERVICES FORM

To receive advance prices PSAV must receive your order, with credit card information, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.  
**EQUIPMENT PRICES ARE PER DAY.**

EQUIPMENT DESCRIPTION	PRE-SHOW	LATE ORDER	QTY	DAYS	TOTAL
<b>PROJECTORS &amp; PRESENTATION</b>					
LCD PROJECTOR	\$560.00	\$820.00			\$
COMPUTER KEYBOARD	\$60.00	\$70.00			\$
WIRELESS MOUSE	\$70.00	\$80.00			\$
FLIP CHART W/MARKERS	\$105.00	\$115.00			\$
6' X 6' TRIPOD SCREEN	\$105.00	\$115.00			\$
8' X 8' TRIPOD SCREEN	\$105.00	\$115.00			\$
32" ROLLING CART	\$40.00	\$55.00			\$
54" ROLLING CART	\$75.00	\$95.00			\$
<b>VIDEO</b>					
DVD PLAYER	\$110.00	\$140.00			\$
IMAGE PRO	\$455.00	\$505.00			\$
<b>COMPUTER</b>					
LAPTOP COMPUTER	\$250.00	\$300.00			\$
<b>LABOR – SET UP &amp; TEARDOWN</b>					
STRAIGHT TIME	\$90.00				\$
OVERTIME	\$135.00				\$
DOUBLE TIME	\$180.00				\$

EQUIPMENT DESCRIPTION	PRE-SHOW	LATE ORDER	QTY	DAYS	TOTAL
<b>AUDIO</b>					
WIRED MIC LAV OR HH	\$80.00	\$90.00			\$
WIRELESS MIC LAV OR HH	\$245.00	\$255.00			\$
FLOOR MIC STAND	\$15.00	\$20.00			\$
4-CHANNEL MIXER	\$85.00	\$95.00			\$
POWERED SPEAKER	\$110.00	\$130.00			\$
CD PLAYER	\$95.00	\$105.00			\$
<b>DATA (COMPUTER) MONITORS</b>					
19" LCD FLAT SCREEN	\$200.00	\$250.00			\$
40" PLASMA SCREEN	\$485.00	\$535.00			\$
46" PLASMA SCREEN	\$650.00	\$750.00			\$
55" PLASMA SCREEN	\$820.00	\$920.00			\$
80" PLASMA SCREEN	\$1,395.00	\$1,550.00			\$
MONITOR STAND	\$100.00	\$125.00			\$
<b>TOTAL EQUIPMENT</b>					\$
8.15% NEVADA STATE SALES TAX					\$
4% LOSS DAMAGE WAIVER					\$
M-F 8AM – 5PM DELIVERY & PICKUP FEE					\$120.00
M-F AFTER 5PM & BEFORE 8AM & ALL DAY SATURDAY & SUNDAY					\$180.00
<b>TOTAL AUDIO VISUAL</b>					\$
DELIVERY DATE REQUESTED:			DELIVERY TIME:		
BOOTH CONTACT:					

\*\*NOTE: ALL LABOR OR DELIVERY REQUESTS AFTER 5:00 PM AND BEFORE 8:00 AM WILL BE AT OVERTIME. LABOR FEES ARE NON-TAXABLE.

All prices are subject to change without notice.  
2017





**THE COSMOPOLITAN**  
of LAS VEGAS

EMAIL OR FAX FORMS TO:

**PSAV®**

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

QUESTIONS OR NEED A RECEIPT? EMAIL: [cosmopolitanexpo@psav.com](mailto:cosmopolitanexpo@psav.com)

BOOTH NUMBER

EVENT NAME:		EVENT DATES:	LOCATION:
EXHIBITING COMPANY NAME:			
BILLING NAME AND STREET ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NUMBER:		EMAIL ADDRESS:	
ORDERED BY:			

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

**NO CHECKS ACCEPTED**

## BANNERS/HANGING SIGNS

### TERMS AND CONDITIONS

PSAV is responsible for hanging of all signage within The Cosmopolitan of Las Vegas Convention Center. All requests must have a Rigging Advance and be submitted through the PSAV Rigging website: <http://psav.com/riggingform/>. Client is responsible for all hardware and assembly of signage unless otherwise contracted. Display or Exhibitor's on site representative may supervise these activities. **Banners / Hanging Signs in all convention rooms REQUIRE a lift and will increase pricing accordingly. Signs must include CAD or drawings with detailed information, which must include orientation in booth, pick points for hanging, height to bottom of sign, weight of sign and be submitted a minimum of 14 days prior to scheduled event start time.** Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations as well as Clark County Fire Regulations. Signs must also be accompanied by an official flame-retardant certificate.

To receive advance prices, PSAV must receive your order, with credit card information, fourteen(14) days prior to show opening, all other orders will be processed at the late order rate.

**Electrical charges are NOT included in Banner / Hanging Sign Prices.**

**Note: You should contact your general service contractor for shipping instructions for all hanging signs: PSAV will not store signs.**

### RIGGING ADVANCE: PRICE LIST OF PRODUCTS

	PRE-SHOW	LATE		TOTAL
Per Point	\$150	\$200	+ 8.15% NV State Sales Tax	\$
Per Half-ton Motor	\$135	\$180	+ 8.15% NV State Sales Tax	\$
Scissor Lift	\$375.00	\$475.00	+ 8.15% NV State Sales Tax	\$
Hourly Rigging Rates	Straight Time: \$115.00/hr. Overtime: \$172.50/hr. Double Time: \$230.00/hr.			\$

*\*\*Some signs may require truss and motors which will incur additional costs – after the Rigging Advance is submitted and reviewed, you will receive a quote with full associated costs.*

**Labor: 4 Hour minimum for Set-up and Tear down**

The Cosmopolitan of Las Vegas nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. PSAV should make installation connections to facility. PSAV reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. PSAV will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

<http://psav.com/riggingform>

**Hanging/Rigging is an exclusive service of THE COSMOPOLITAN of LAS VEGAS.**

All prices are subject to change without notice.

2017





**THE COSMOPOLITAN**  
of LAS VEGAS

EMAIL OR FAX FORMS TO:

**PSAV®**

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

QUESTIONS OR NEED A RECEIPT? EMAIL: [cosmopolitanexpo@psav.com](mailto:cosmopolitanexpo@psav.com)

BOOTH NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			EMAIL ADDRESS:		
ORDERED BY:					

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.  
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

**NO CHECKS ACCEPTED**

## INTERNET SERVICES FORM

SHARED BANDWIDTH DAILY – WIRED	QTY	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wired Connection		\$295.00	\$375.00
Additional Wired		\$90.00	\$115.00
SHARED BANDWIDTH DAILY – WIRELESS	QTY	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wireless Connection		\$50.00	\$65.00
Additional Wireless		\$35.00	\$50.00

SHARED BANDWIDTH WEEKLY (3-5 DAYS) WIRED	QTY	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wired Connection		\$750.00	\$950.00
Additional Wired		\$225.00	\$285.00
SHARED BANDWIDTH WEEKLY (3-5 DAYS) WIRELESS	QTY	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wireless Connection		\$150.00	\$195.00
Additional Wireless		\$105.00	\$150.00

LABOR RATE: ADDITIONAL LABOR MAY BE REQUIRED TO RUN MULTIPLE LINES. OVERTIME RATES WILL APPLY FOR ON-SITE ORDERS	SUBTOTAL	\$
	LABOR	\$
TO RECEIVE ADVANCE PRICING PSAV MUST RECEIVE YOUR ORDER, WITH CREDIT CARD INFORMATION, FOURTEEN (14) DAYS PRIOR TO SHOW OPENING, ALL OTHER ORDERS WILL BE PROCESSED AT THE LATE ORDER PRICE	TOTAL	\$
	DATES OF SHOW	

**LABOR:** Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A floor plan is needed in order to proceed with the network distribution from overhead or on the floor. Please indicate what type of labor assistance you will require by completing the appropriate information above. Please indicate dates you would like work to commence.

Internet service is an exclusive service of **THE COSMOPOLITAN of LAS VEGAS.**

All prices are subject to change without notice.

2017





Technology Meets Inspiration

**Credit Card Consent / Security Deposit Form**

PSAV LOCATION NUMBER: \_\_\_\_\_ Property Name: \_\_\_\_\_

Credit Card Type: American Express \_\_\_ Discover \_\_\_ MasterCard \_\_\_ Visa \_\_\_

Credit Card Number: PSAV TO CALL FOR CREDIT CARD NUMBER

Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

*(As it appears on credit card)*

Cardholder Billing Address: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

Cardholder email address: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

*(Name as it should appear on the invoice)*

Invoice/Order Number(s): \_\_\_\_\_ Customer PO: \_\_\_\_\_

*(If a PO # is not provided use loc # and Order ID XXXX XXXX)*

Invoice Amount: \$ \_\_\_\_\_

I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

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