



## AUDIOVISUAL EXHIBITOR SERVICES

To be completed by Embassy Suites:  
 Subtotal below Item(s)  
 + 22% Service Charge to be applied  
 + 10% Tax

Name of Conference:		Number of Event Days:
Company Name:	Onsite Contact Name:	Room:
Address:	City & State:	Zip Code:
Telephone Number:	Start Date:	Set By Time:
Email Address:	End Date:	Strike By Time:
Ordered By:		

**Embassy Suites will contact you directly for payment information**

**Pricing is per day. If you have any special request or need additional equipment please call 425.644.2500.**

**Email completed form to [Kaila.Arceo@Hilton.com](mailto:Kaila.Arceo@Hilton.com)**

Video/Display	Qty	Rate
Presentation Laptop		\$155
LCD Projector (Small)		\$255
8' Tripod Screen		\$60

**Labor Pricing:**  
 A/V Technician Weekday- \$55/hour  
 A/V Technician Weekend- \$65/hour

Audio Equipment	Qty	Rate
Audio Patch		\$50
Stereo Mixer		\$50
Wired Handheld or Lapel		\$40
Wireless Handheld or Lapel		\$110

Monitors	Qty	Rate
32" Flat Screen		\$120
43" Flat Screen		\$155
65" Flat Screen		\$340
5-6' Monitor Floor Stand		\$95

Conference Aides	Qty	Rate
Flipchart (Pads and Pens)		\$50
Power Strip & Extension Cord		\$15
A/V Cart with Power Cords		\$15

**Ordering Instructions**

To guarantee equipment availability this order should reach us 21 days prior to start date. Pricing is per day. Operator Labor if requested is subject to hourly rate with minimum (4) hours \$55 per hour. 22% service charge will be applied on the subtotal and 10% tax.

**CANCELLATIONS**

- a) Cancellation received within 48 hours of the scheduled start date are subject to a 50% fee applicable to equipment and tax.
- b) Cancellation received on the start day or no shows are subject to the full amount to include installation service and tax.