



# EXHIBITOR REQUEST FORM

Exhibitor/Company Name:

Booth Name/Number: Table assignments (Table #'s) will be provided on-site during setup.

Event Name and Dates: NASDPTS Supplier Showcase - Sunday, November 5, 2023 | 2:15 PM - 4:15 PM

QTY	Internet		QTY	Office	
	Wired Internet Connection	\$150/day		Standard Flipchart w/markers	\$125/day
	Private SSID with custom password	\$350/day		Post-It Flipchart w/markers	\$150/day
	Basic Wireless Internet	\$18/each		4'x3' Dry Erase Board	\$50/day
	<i>Average speed of 4Mbps</i>			6' Easel	\$10/day
	Advanced Wireless Internet	\$24/each		Color Printer	\$350/day
	<i>Average speed of 8Mbps</i>			Laptop Computer	\$275/day
	VLAN/Static IP Address	Call	QTY	Booth Enhancements	
QTY	Audio			10' Pipe and Drapery Backdrop	\$250/day
	PC Speakers	\$35/day		Colors: Black or White	
	Headphones	Call		Wireless LED Uplight	\$75/day
			QTY	Power	
QTY	Video			Power Pack	\$75/day
	24" Monitor (table top)	\$125/day		<i>Extension cord and power strip 115V, 20amp</i>	
	43" Monitor (table top)	\$300/day		Power Box	\$300/day
	60" Monitor on rolling stand	\$650/day		<i>Power Box, 30/60amp Single phase</i>	
	65"+ Monitors on rolling stand	Call	QTY	Banner/Sign Hanging	
				AVMS Technician to hang	\$75/each
			Hourly Labor Charges		
			All charges are per hour, One Hour Minimum		
				8:00am - 4:00pm	\$125/hour
				4:00pm - 8:00am	\$155/hour
	<i>All monitors include power and HDMI connection</i>				

All Audio Visual Equipment is subject to 25% Hotel Service Charge and 6% VA Sales Tax.

**AVMS IS NOT RESPONSIBLE FOR THE SETUP OR TEAR DOWN OF EXHIBITOR BOOTHS.**

Requests:


PLEASE CONFIRM THESE ARRANGEMENTS BY FILLING OUT ABOVE AND EMAIL BACK TO:

Email: [abdellatif.manssouri@avms.com](mailto:abdellatif.manssouri@avms.com)

Subject: [EVENT NAME] - Vendor Form