



**WYNDHAM**  
Virginia Crossings  
Hotel & Conference Center



flawless performance. dramatic results.

**EXHIBITOR ORDER FORM**

EQUIPMENT	QTY	DAILY COST	# OF DAYS	TOTAL
<b>VIDEO</b>				
32" Monitor Package w/ DVD Player		\$300.00		
DVD Player		\$75.00		
6x6 or 8x8 Tripod Screen		\$75.00		
<b>DATA PROJECTOR (screen not included)</b>				
1024x768 LCD Value Projector (2000 Lumens)		\$280.00		
1280x800 LCD Projector (3000 Lumens)		\$425.00		
<b>COMPUTER &amp; MONITORS</b>				
21" LCD Flat Panel Monitor		\$125.00		
32" LCD Monitor		\$235.00		
42" LCD Monitor		\$470.00		
Laptop Computer		\$230.00		
Power - One Power Strip/Extension Cord		\$30/Per		
WIRELESS INTERNET ACCESS		\$65.00/Device		
PRINTERS/COPIERS/ FAX MACHINES		CALL		
PHONE LINE		\$25.00		
Poster Easel Stand		\$15.00		
			<b>Subtotal</b>	
			<b>Sales Tax 5.3%</b>	
			<b>** LDW 4%</b>	
			<b>Total</b>	

\*DELIVERY, INSTALLATION, REMOVAL & PICK-UP includes, total set-up, pre-testing and takedown at conclusion  
 \*\*DAMAGE WAIVER - insurance policy covering accidental damage to rental equipment  
 \*\*\*Electrical other than standard 110V 20A outlet, please call

**EXHIBITOR INFORMATION**

Contact Name:		Company:	
Email Address:		Installation Date:	
Contact Number:		Removal Date:	

**PAYMENT INFORMATION**

Credit Card Number:			
Cardholder's Name			
Cardholder's Email Address			
Expiration Date:		Billing Zipcode:	

**Signature:**

The customer agrees to pay in full for loss or theft of any equipment provided by PSAV.  
 Credit card information must accompany all orders unless prior arrangements have been made.

**FOR MORE INFORMATION PLEASE CONTACT:**

**Jeremy Prewitt**

jprewitt@psav.com

1000 Virginia Center Parkway Glen Allen, VA 23059

■ office: 804.727.1457 ■ cell: 757.777.5309 ■ fax: 804.727.1431



# WYNDHAM

## VIRGINIA CROSSINGS HOTEL & CONFERENCE CENTER

### Shipping Instructions for Seminars, Presenters and other conference attendees

Wyndham Virginia Crossings Hotel & Conference Center shipping/receiving policies:

#### **SHIPPING AND RECEIVING**

When sending packages for your event, the following information should be on the package:

1. Name of Sender, Company of Sender, Address and Phone Number of Sender
2. Guest Name, Arrival Date, Group Name
3. Conference Planner Name: JENAE SCOTT
4. Total Number of Boxes (1 of 2, and so forth)

The Hotel *will not* accept any packages earlier than **five (5)** days prior to the program. Any packages left at the Hotel for longer than five (5) days after the program will be discarded. If packages need to be shipped back, a **Shipping Form** must be completed. Please advise in advance if this procedure is needed. **Special arrangements must be made in advance if you are shipping ten (10) packages or more and/or your single package is over our weight limit of 100 pounds. Our staff will not be responsible for packages delivered to the hotel that do not meet the above requirements. Our staff will not be responsible for loading and/or unloading of packages. Check with the front desk upon arrival at the hotel for your shipped package/s.**

Wyndham Virginia Crossings Hotel & Conference Center is not responsible for the safe or timely arrival of any package sent to the hotel by or for any group. It is the guest's responsibility to check on the arrival of any packages and to check to ensure that the contents are in tact. Wyndham Virginia Crossings accepts no liability for lost, stolen or damaged goods. **Wyndham Virginia Crossings Hotel & Conference Center** does not accept pre-paid or COD packages. The cost for single package is \$3.24.

Wyndham Virginia Crossings Hotel & Conference Center's purchasing department ships packages out of the hotel UPS only. Any guest who wants to send packages via Federal Express can do so at the Front Desk. The hotel will not be responsible for any billing in these situations.

*Your Name*

*Group Program*

Guest Arrival Date: \_\_\_\_\_

c/o Wyndham Virginia Crossings Hotel & Conference Center

**Conference Services: JENAE SCOTT**

1000 Virginia Center Parkway

Glen Allen, VA 23059