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**Exhibitor Services Order Form**

**Company Information**

Exhibitor Company Name \_\_\_\_\_

On-site Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Exhibit Room Information** Please complete the requested info

Program \_\_\_\_\_

Function Room \_\_\_\_\_ Booth # \_\_\_\_\_

Set Up Date \_\_\_\_\_ Setup Time \_\_\_\_\_

End Date \_\_\_\_\_ End Time \_\_\_\_\_

Quantity x Days = Total

**Computer Display Equipment**

20" LCD Monitor	\$200.00	_____ x _____	= _____
32" LCD TV	\$320.00	_____ x _____	= _____
50" Plasma Display	\$500.00	_____ x _____	= _____
LCD Projector (3300 lumen)	\$525.00	_____ x _____	= _____

**Video Equipment**

DVD Player	\$75.00	_____ x _____	= _____
VHS Player	\$75.00	_____ x _____	= _____
Beta SP Player	\$500.00	_____ x _____	= _____

**Audio Equipment**

Self Powered Speaker	\$80.00	_____ x _____	= _____
4 Channel Mixer	\$50.00	_____ x _____	= _____
12 Channel Mixer	\$75.00	_____ x _____	= _____
Wireless Microphone	\$150.00	_____ x _____	= _____
CD Player	\$65.00	_____ x _____	= _____

**Accessories**

Easel	\$10.00	_____ x _____	= _____
Tripod Screen (up to 8' x 8')	\$55.00	_____ x _____	= _____
Wireless Mouse	\$65.00	_____ x _____	= _____
25' VGA Cable	\$25.00	_____ x _____	= _____
<b>Power Cord &amp; Strip</b>	<b>\$30.00</b>	_____ x _____	= _____

**High Speed Internet**

Wireless Connection	\$100.00	_____ x _____	= _____
Wired Connection	\$125.00	_____ x _____	= _____

**Payment Terms & Conditions**

- Full payment, including sales tax, is due 10 business days prior to group event. Purchase orders are not accepted.
- Cancellations less than 24 hours prior to exhibit load-in will be charged 100% of one day's rate.
- A representative must be in your booth to sign for delivery of equipment.
- The Equipment requested is for use in the exhibit area only.
- Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitor's care or control. Any additions or variances will be billed within 24 hours after close of the event program.
- A 22% Service Charge will be applied to all AV equipment rented for set, strike & delivery for each day's use.**

**Payment** Please complete the requested information

Credit Card     Check     Master Account

Card Holder's Name \_\_\_\_\_

Account Number \_\_\_\_\_

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

Card Type \_\_\_\_\_

Equipment Subtotal \_\_\_\_\_

22% Service Charge  
(for A La Carte Items) \_\_\_\_\_

8.25% Sales Tax \_\_\_\_\_

**Grand Total** \_\_\_\_\_

**Signature:** \_\_\_\_\_