



# AV Exhibitor & On-Site Request Form



| VIDEO EQUIPMENT                        | Advanced Order |       | On-Site Order |          | USED | TOTAL | CUSTOMER INFORMATION |
|--|----------------|-------|---------------|----------|------|-------|----------------------|
|  | QTY            | COST  | QTY           | COST     |      |       |                      |
| Miscellaneous Cabling (HDMI, DVI, VGA) |                | \$25  |               | \$31.25  |      |       | Event Name:          |
| Wireless Slide Advancer                |                | \$75  |               | \$93.75  |      |       | Company Name:        |
| Laptop Computer                        |                | \$250 |               | \$312.50 |      |       | Address:             |
| 4K Lumen LCD PProjector                |                | \$500 |               | \$625    |      |       | City, State:         |
| 6' Tripod Screen                       |                | \$150 |               | \$87.50  |      |       | Zip:                 |
| 34" Rolling Cart with Black Skirt      |                | \$50  |               | \$62.50  |      |       | Ordered by:          |
| Other:                                 |                |       |               |          |      |       | Phone:               |
|  |                |       |               |          |      |       | Booth #:             |

| AUDIO EQUIPMENT            | *AO: QTY | *AO: COST | *OSO: QTY | *OSO: COST | DAYS USED | TOTAL | DELIVERY INFORMATION |
|----------------------------|----------|-----------|-----------|------------|-----------|-------|----------------------|
| Wired Microphone           |          | \$60      |           | \$75       |           |       | On-Site Contact:     |
| Wireless Microphone        |          | \$160     |           | \$200      |           |       | Location/Room:       |
| Computer Audio Interface   |          | \$50      |           | \$62.50    |           |       | Delivery Date:       |
| Powered Speaker with Stand |          | \$150     |           | \$187.50   |           |       | Pickup Date:         |
| Polycom Speaker Phone      |          | \$300     |           | \$375      |           |       | Other:               |
| Other:                     |          |           |           |            |           |       |                      |

| COMPUTER DISPLAY EQUIPMENT            | *AO: QTY | *AO: COST | *OSO: QTY | *OSO: COST | DAYS USED | TOTAL |
|---------------------------------------|----------|-----------|-----------|------------|-----------|-------|
| 22" LCD Stand-Alone Monitor           |          | \$225     |           | \$281.25   |           |       |
| 32" LCD Stand-Alone Monitor           |          | \$325     |           | \$406.25   |           |       |
| 50" LED Monitor with Speakers & Stand |          | \$500     |           | \$625      |           |       |
| 60" LCD Monitor with Speakers & Stand |          | \$600     |           | \$750      |           |       |
| Other:                                |          |           |           |            |           |       |

Please include applicable sales tax on equipment rental. TAX EXEMPT STATUS — If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

To guarantee equipment availability and advanced rate, this order form should be submitted no less than **14 days prior** to delivery. Credit card transactions will not be processed until the date of the event. Sales receipts available by request only.

| BALLROOM SHOW INTERNET                       | *AO: QTY | *AO: COST | *OSO: QTY | *OSO: COST | DAYS USED | TOTAL |
|--|----------|-----------|-----------|------------|-----------|-------|
| Basic Wireless Internet Access — Up to 3Mbps |          | \$30      |           | \$37.50    |           |       |
| Wired Internet Access — Up to 10Mbps         |          | \$150     |           | \$187.50   |           |       |
| 1x4 Internet Hub                             |          | \$60      |           | \$75       |           |       |
| Custom SSID/VLAN                             |          | Inquire   |           | Inquire    |           |       |
| Dedicated Bandwidth                          |          | Inquire   |           | Inquire    |           |       |
| Custom Splash Page                           |          | Inquire   |           | Inquire    |           |       |
| Other:                                       |          |           |           |            |           |       |

### CANCELLATION

A) Cancellation of equipment or services ordered must be received no less than **24-hours prior** to delivery date to avoid a minimum one-day charge for both equipment and labor.

B) If services have already been provided at the time of cancellation, **50% of the original charges** will be billed for.

| RENTAL TOTALS        | PAYMENT IS DUE WHEN ORDER IS PLACED |    |
|----------------------|-------------------------------------|----|
| EQUIPMENT TOTAL      | 1                                   | \$ |
| SERVICE CHARGE (24%) | 2                                   | \$ |
| SUBTOTAL             | 3                                   | \$ |
| SALES TAX (7.75%)    | 4                                   | \$ |
| TOTAL DUE            | 5                                   | \$ |

|                     |
|---------------------|
| Authorization #:    |
| Purchase # or Inv#: |

| METHOD OF PAYMENT             | Sales Person: | RETURN FOR PROCESSING   |
|-------------------------------|---------------|---|
| Card Number:                  | CCV:          | American Express<br>AVMS  |
| Name (as it appears on card): | EXP:          | 500 Hotel Circle South  |
| Card Holders Address:         |               | San Diego, CA 92108   |
| Signature:                    | Date:         | Mike Rose, Director: mrose@avms.com<br>Ryan Weddle, Sales Manager: rweddle@avms.com |

\*AO = Advanced Order OSO = On-Site Order