

EXHIBITOR INFORMATION		
Company Name:		
Billing Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
On Site Contact Name:		
On Site Contact Cell #:		
Delivery Date:	Time:	
Pickup Date:	Time:	
Booth Number:		
Event Name:		
Event Dates:		
PAYMENT INFORMATION		
Card Holder's Name:		
Credit Card Type:		
Account Number:		
Expiration Date:	Security Code:	
Signature:		

EQUIPMENT RENTAL				
	QTY	Days	Daily Rate	Total
Wireless Microphone (Hand or Lav)				
Computer Speakers				
15" Powered Speaker w/ Stand				
6 Channel Mixer				
25" LCD Display Monitor				
43" Monitor w/ Speakers & Stand				
55" Monitor w/ Speakers & Stand				
Additional Monitor Sizes Available			# 00	
5,000 Lumen LCD Projectors & Brighter			# 00	
Lekos or Source 4 Pars				
Q) y				
#) h				
* O L "			# 00	
Desktop w 25" LCD Monitor				
Laptop (PC)				
Laptop (Mac)				
HDMI or Mac Adaptors/MISC. Cables			# 00	
Computer Presentation Remote				
Tripod Screen w/ Skirt				
Flip Chart w/ Pad & Markers				
Display Easel				
All basic equipment orders will incur a \$200.00 Set/Strike Fee. Additional labor will be added for any larger sets. See your Event Technology Representative for additional labor charges.	RENTAL TOTAL			
	LABOR CHARGE			
	SUBTOTAL			
	TAX			
TOTAL DUE				

- All credit card orders over \$10,000 will be charged an additional 2% processing fee.

- Equipment rental prices are per day with a minimum rental period of 1 day on all equipment.

- Exhibitors are responsible for any/all lost or damaged equipment.

-A 25% fee will apply for all orders canceled less than 72 hours prior to delivery.

- Cancellations after delivery/set up will be charged at 100%.

- ALL EXHIBITORS NEED TO BE PRESENT AT THE TIME REQUESTED FOR DELIVERY OR THE EQUIPMENT WILL NOT BE DELIVERED UNTIL CALLED FOR. ALL LABOR/EQUIPMENT WILL STILL BE CHARGED AT 100%.

- IF YOU NEED ASSISTANCE COMPLETING YOUR ORDER, PLEASE CALL (719) 577-5815