




## AUDIO VISUAL SERVICES ORDER FORM

Two Galleria Parkway | Atlanta, GA 30339 | 770-989-5043 | fax: 770-989-5046

QTY	VIDEO EQUIPMENT	SHOW RATE	TOTAL
	DVD Player (Standard)	\$95.00	
	Blu-Ray Player	\$150.00	
	Windows Laptop with Microsoft Office	\$300.00	
	MacBook Pro	\$450.00	
	<i>-other accessories available upon request</i>		
QTY	LCD MONITORS	SHOW RATE	TOTAL
	<i>*Where needed, please select Wall Mount or Table Stand*</i>		
	Some monitors and mounts may require labor. See terms.		
	20-24" LCD Monitor * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$250.00	
	32" LCD Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$500.00	
	42" LCD Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$700.00	
	55" LCD Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$900.00	
	60" LCD Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1100.00	
	<i>-other sizes available upon request</i>		
	42" Touch Screen Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1350.00	
	55" Touch Screen Display * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1600.00	
	42" Smart TV w/USB input * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$850.00	
	55" Smart TV w/USB input * <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand	\$1025.00	
	Monitor Floor Stand (Dual Post for 32"-60" Displays)	\$125.00	
	HDMI Video Cable (10'-25') <i>- other cables available upon request</i>	\$25.00	
	HDMI 1x4 Distribution Amplifier	\$110.00	
QTY	PROJECTION EQUIPMENT	SHOW RATE	TOTAL
	LCD Projector, 3500 Lumen	\$900.00	
	42" Projector Cart w/drape	\$60.00	
	6' - 8' Tripod Screen <i>- larger sizes available upon request</i>	\$90.00	
QTY	AUDIO EQUIPMENT	SHOW RATE	TOTAL
	Wireless Microphone Kit (Handheld or Lavalier)	\$275.00	
	Headset Microphone <i>*Requires Wireless Microphone Kit</i>	\$75.00	
	PC Audio Interface Kit	\$100.00	
	Wired Handheld Microphone	\$75.00	
	Powered Speaker with Floor Stand	\$150.00	
	Sound System #1: (2) Speakers w/stands, (1) Wired Mic, (1) Mixer	\$425.00	
	Sound System #2: (2) Speakers w/stands, (1) Wireless Mic, (1) Mixer	\$675.00	
 		Equipment Total	
		Delivery/Pickup 15%, min. \$95	
		6% Sales Tax	
		3% Card Fee	
		<b>Grand Total</b>	
		<b>Booth #</b>	



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Show Name:	On-Site Contact:	Cell Phone:	
Facility:	Hall:	Room:	
Company:	Delivery Date:	Delivery Time:	
Contact:	Pick Up Date:	Pick Up Time:	
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email: (Confirmation of order will be sent here)			
AMEX/Visa/MC#:			
CW#:	Exp. Date:		
Cardholder Name:	Signature:		

### Pricing:

Orders must be received by **7 business days prior to scheduled setup** to receive the listed pricing. An additional 15% will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show. 3% will be added for credit card processing if paying by credit card.

### Delivery:

An authorized representative must be present at the time of delivery and pickup.  
Equipment will be delivered to and picked up from your booth.

### Labor, Installation & Dismantle (I&D):

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of \$75 per hour, per technician. ON Site does not supply labor to mount hanging brackets to your booth. This must be done prior to ON Site setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable.

### Equipment:

For equipment not listed, please contact us for a complete list of inventory.  
Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

### Guarantee:

Equipment is guaranteed to be operational upon delivery to your booth.  
It is assumed that the renter has an understanding of the operation of equipment.  
Equipment problems must be reported immediately to our service desk.  
ON Site will not be responsible for problems reported after termination of rental.  
Any loss or damage of said equipment will be paid for by the renter.

### Cancellation:

Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee.  
On-site cancellations will be charged 100% of rental fee.

### Payment:

All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.  
A written confirmation will be sent to you once your order has been processed.

