



AUDIO VISUAL SERVICES EXPO ORDER FORM

QTY	VIDEO EQUIPMENT	ADVANCE RATE	SHOW RATE	TOTAL
	Media Player	\$95.00	\$114.00	
	Windows Laptop with Microsoft Office	\$300.00	\$360.00	
	MacBook Pro	\$450.00	\$540.00	
	-other accessories available upon request			
QTY	LCD MONITORS	ADVANCE RATE	SHOW RATE	TOTAL
	<i>*Where needed, please select Wall Mount or Table Stand*</i>			
	<i>Some monitors and mounts may require labor. See terms.</i>			
	20" - 24" LCD HD Monitor * ☐ Wall Mount ☐ Table Stand	\$250.00	\$300.00	
	32" LCD HD Monitor * ☐ Wall Mount ☐ Table Stand	\$500.00	\$600.00	
	40" - 43" LCD HD Monitor * ☐ Wall Mount ☐ Table Stand	\$700.00	\$840.00	
	48" - 50" LCD HD Monitor * ☐ Wall Mount ☐ Table Stand	\$800.00	\$960.00	
	55" LCD HD Monitor * ☐ Wall Mount ☐ Table Stand	\$900.00	\$1080.00	
	70" LCD HD Monitor * ☐ Wall Mount ☐ Table Stand	\$1550.00	\$1860.00	
	80" LCD HD Monitor * ☐ Wall Mount ☐ Table Stand	\$2500.00	\$3000.00	
	-other sizes and 4K Monitors available upon request			
	40" - 43" Touch Screen Monitor * ☐ Wall Mount ☐ Table Stand	\$1350.00	\$1620.00	
	55" Touch Screen Monitor * ☐ Wall Mount ☐ Table Stand	\$1600.00	\$1920.00	
	Monitor Floor Stand (Dual Post for 32" - 70" Displays)	\$125.00	\$150.00	
	HDMI Video Cable (10'-25') (No Monitor Ordered)	\$25.00	\$30.00	
	HDMI 1x4 Distribution Amplifier	\$110.00	\$132.00	
QTY	PROJECTION EQUIPMENT	ADVANCE RATE	SHOW RATE	TOTAL
	LCD HD Laser Projector, 5000 Lumen	\$1150.00	\$1380.00	
	42" Projector Cart w/drape	\$60.00	\$72.00	
	6' - 8' Tripod Screen - larger sizes available upon request	\$90.00	\$108.00	
QTY	AUDIO EQUIPMENT	ADVANCE RATE	SHOW RATE	TOTAL
	Wireless Microphone Kit (Handheld or Lavalier)	\$275.00	\$330.00	
	Headset Microphone *Requires Wireless Microphone Kit	\$75.00	\$90.00	
	Wired Handheld Microphone	\$75.00	\$90.00	
	PC Audio Interface Kit	\$100.00	\$120.00	
	Powered Speaker with Floor Stand	\$150.00	\$180.00	
	Sound System #1: (2) Speakers w/stands, (1) Wired Mic, (1) Mixer	\$425.00	\$510.00	
	Sound System #2: (2) Speakers w/stands, (1) Wireless Mic, (1) Mixer	\$675.00	\$810.00	
For the best rate please email order by An ON Site representative will call to confirm payment.			Equipment Total	
			Install Labor \$95/hr, 2 hr min	
			Dismantle Labor \$95/hr, 2 hr min	
			7.75% Sales Tax	
			3% CC Fee	
			Grand Total	



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Show Name:	On-Site Client Contact:	Cell Phone:
	Hall:	Booth:
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)		
ACKNOWLEDGMENT: This exhibit order is complete and accurate for submission.		
Signature:		

Pricing:

Orders must be received by **7 business days prior to scheduled setup** to receive the Advanced pricing. An additional 20% (Show Rate Pricing) will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show.

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 \$95 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 a working knowledge 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 will be acknowledged with a return order and payment link for a major credit card. Orders paid in full will be acknowledged with an order confirmation. Processing fees apply.