

## Exhibit Order Form Prepared For:



**ADVANCE PAYMENT IS REQUIRED AND RENTAL CONTRACT MUST BE COMPLETE TO RESERVE EQUIPMENT.**

Video/Data Equipment	Advance Daily Rate	Qty	Days	Total	Audio Equipment	Advance Daily Rate	Qty	Days	Total
49" Multimedia Kiosk	550.00				Small P.A. System (100 Watt powered speaker)	100.00			
22" LCD Monitor	75.00				Mid-Size P.A. System (1000 Watt Powered Speaker)	150.00			
32" LCD Monitor	100.00				Large P.A. System (2-1500 Watt Speakers,Mixer)	375.00			
40" LED Monitor	200.00				Wireless Microphone Lavalier or Handheld	150.00			
49" LED Monitor	300.00				Wired Microphone Table or Floor	50.00			
60" LED Monitor	400.00				Wireless Headset Microphone	225.00			
65" LED Monitor	500.00								
Dual Post Stand for Monitor	100.00				<b>Computer Rental</b>				
4000 lumen LCD Projector w/stand & 6' Tripod Screen	325.00				IBM Thinkpad	150.00			
					MacBook Pro	200.00			
<b>Lighting</b>									
LED Up lighting Fixture	70.00								

<b>EQUIPMENT TOTALS</b>	
<b>Add 20% for on-site orders</b>	
<b>24% Service Charge</b>	
<b>GRAND TOTAL</b>	

**RENTAL RESERVATION ON BACK OF FORM MUST BE COMPLETE FOR ORDER TO BE PROCESSED**



## RENTAL RESERVATION

Name of Event: IWCS-2023

Location of Event: Gaylord Palms, Orlando, FL

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

E-mail Address \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**\*Delivery Date & Time:** \_\_\_\_\_  
**\*Exhibitor must be present to sign for order at time of delivery. Please contact Audio Visual Productions for delivery. You must notify our representative that you are at your booth and have electrical power in place.**

**\*Pick up Date & Time:** \_\_\_\_\_  
**\*Exhibitor is responsible for equipment until it is picked up by an Audio Visual Productions representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.**

**IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.**

**Please indicate method of payment. This section must be completed before your order can be processed.**  
A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. **Please do not ask us to bill you.**

Payment:  Amex  Visa  M/C  Check Enclosed

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ 3-Digit Code \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.**

By executing this order form, Lessee agrees as follows:

- Cancellation:** In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
- Risk of Loss:** Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor or parts for repair, as the case may be.
- Insurance for the subject equipment is Lessee's responsibility.
- On location set-up and take-down by required union labor is not included in the equipment rental price.
- Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
- It is the responsibility of the exhibitor to advise an Audio Visual Productions representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

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

**Please Type or Print Name :** \_\_\_\_\_

**Please email order form to: [info@avproductions.com](mailto:info@avproductions.com)**

**Questions please call Audio Visual Productions @ (708) 598-5850**