



Audio Visual Order Form

Show Name: _____

Show Date: _____

Room/Booth: _____

CLIENT INFORMATION	
Firm Name	
Address	
City	St. Zip
()	()
Phone	
On-Site Contact	Room or Booth
/ /	/ /
Set-up Date & Time	Strike Date & Time

COMMON PACKAGES	QTY	DAILY RATE	# OF DAYS	TOTAL
Tripod Screen Pkg.(6' – 8'Screen, Stand, Cabling)		190.00		
Fast-Fold Screen Pkg.(7' x 10' Screen, Stand, Cabling)		290.00		
Fast-Fold Screen Pkg.(9' x 16' Screen, Stand, Cabling)		500.00		
LCD Proj. Pkg.(4.5K LCD, Tripod Screen, Cabling)		560.00		
LCD Proj. Pkg.(7-8K LCD, Tripod Screen, Cabling)		900.00		
Camera. Pkg.(Sony D-50, Tripod, Cabling)		950.00		
Video Pkg. (42" Monitor, DVD Player, Cart)		475.00		
All above packages require set up and tear down labor				

PAYMENT INFORMATION	
Master Account - Approved By: _____	
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	
Credit Card #	_____
Card Holder's Name	_____
(Please Print)	Exp. Date Sec Code
Card Holder's Billing Address	_____
Authorized Signature	_____
	Date _____

DISPLAY EQUIPMENT				
24" Flat Screen HD Monitor		100.00		
32" Flat Screen HD Monitor		300.00		
42" LED HD Display (With Tall Stand)		375.00		
50" LED HD Display (With Tall Stand)		475.00		
LCD Data Projector (4500 Lumens)		550.00		
LCD Data Projector (7000 Lumens)		650.00		

AUDIO EQUIPMENT				
House Patch (Patch into House Amp & Spkrs)		65.00		
Wired Hand-Held Microphone		60.00		
Wireless Microphone (Choice of: Hand-Held or Lapel)		155.00		
CD Player		75.00		
14 Channel Mixer		80.00		
16 Channel Mixer		200.00		
75 Watt Audio Pkg. (2 Powered Spkrs, Stands, 1 Mic)		275.00		
250 Watt Audio Pkg. (2 Powered Spkrs, Stands, 1 Mic)		375.00		

COMPUTER EQUIPMENT				
Laptop Computer		250.00		
Computer Audio Adapter		60.00		

OTHER EQUIPMENT				
AC Cord with Power Strip		30.00		
Wireless Presenter with Laser Pointer		50.00		

Services: All items require labor and larger set-up's will require more than one technician.

To Order: Credit card orders may be placed by email, prior to show date.

Additional Equipment: For equipment needed that is not listed on this form, please contact the representative above.

Labor Fee: This charge covers delivery, installation, daily maintenance and dismantle. For daily operators in your room, please contact our representative.
 Labor: () Hrs. Regular Time @ \$80 () Hrs. Over Time @ \$120.00

72-hour notice required for all cancellations or one day rental rate will be charged. If cancelled after installation, full show rate will apply.

Labor Charges:	
Set up / Tear Down Per Hour	\$80.00
Specialist Per Hour	\$85.00
Rigger Per Hour Duty	\$115.00
Overtime applied after 8 Hours	
Weekend and Holiday Rates as Needed	

Prices effective 1/1/17 and subject to change without notice.

Total Equipment Rental	
Labor: \$80.00 per Room/Booth, per Day Minimum	
Sales Tax of 7.75% is on equipment rental only	
Total Amount Due	

The undersigned acknowledges receipt of the equipment described herein and agrees to assume the replacement cost for any loss or damage of said equipment which is the property of Projection Presentation Technology, Inc. ©
 Received by _____ Date _____