



# Audio Visual Order Form

Show Name : \_\_\_\_\_

Show Date: \_\_\_\_\_

Room/Booth: \_\_\_\_\_

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

COMMON PACKAGES	QTY	DAILY RATE	# OF DAYS	TOTAL
Tripod Screen Pkg.(6' Screen, Stand, Cabling)		85.00		
Fast-Fold Screen Pkg.(Screen, Stand, Cabling)		170.00		
Fast-Fold Screen Pkg.(Screen, Stand, Cabling)		400.00		
LCD Proj. Pkg.(4500 Im LCD, Screen, Cabling)		500.00		
LCD Proj. Pkg.(7700 Im LCD, Screen, Cabling)		900.00		
Camera. Pkg.(Sony D-50, Tripod, Cabling)		950.00		
Video Pkg. (42" Monitor, DVD Player, Cart)		375.00		
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 _____	Exp. Date _____
(Please Print)	
Card Holder's Billing Address _____	
Authorized Signature _____	Date _____

DISPLAY EQUIPMENT				
24" Flat Screen HD Monitor		100.00		
32" Flat Screen HD Monitor		175.00		
42" LED HD Display (With Tall Stand)		375.00		
50" LED HD Display (With Tall Stand)		475.00		
LCD Data Projector (4500 Lumens)		450.00		
LCD Data Projector (7000 Lumens)		650.00		

AUDIO EQUIPMENT				
House Patch (Patch into House Amp & Spkrs)		65.00		
Wired Hand-Held Microphone		55.00		
Wireless Microphone (Choice of: Hand-Held or Lapel)		150.00		
CD Player		50.00		
14 Channel Mixer		60.00		
16 Channel Mixer		85.00		
75 Watt Audio Pkg. (2 Powered Spkrs, Stands, 1 Mic)		250.00		
250 Watt Audio Pkg. (2 Powered Spkrs, Stands, 1 Mic)		375.00		

COMPUTER EQUIPMENT				
Laptop Computer		250.00		
Computer Audio Adapter		55.00		
Computer Speakers		65.00		

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 may require more than one technician.

**To Order:** Credit card orders may be placed by FAX, 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 @ \$70 ( ) Hrs. Over Time @ \$105.00

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

Package Equipment Labor Fee:	
1 Hr. Set-Up & Tear Down of Equipment	(\$75.00)
2 Hrs. Set-Up & Tear Down of Equipment	(\$150.00)
1 Hr. Technician On Duty One Hour Prior To Show	(\$80.00)
1 Hr. Set-Up + 1 Hr. Tech On Duty	(\$155.00)
2 Hrs. Set-Up + 1 Hr. Tech On Duty	(\$230.00)

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

Total Equipment Rental	
Labor: \$75.00 per Room, per Day Minimum	
Sales Tax of 7.75% is on equipment rental only	
<b>Total Amount Due</b>	

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 \_\_\_\_\_