

NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NUMBER
STREET ADDRESS	CITY/STATE/ZIP		DELIVERY DATE
TELEPHONE NUMBER	DELIVERY TIME	PICKUP DATE	PICKUP TIME
EMAIL ADDRESS	ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability, please place orders at least 21 days in advance. All orders placed onsite will receive a 25% markup. Operator Labor, if requested, is subject to prevailing hourly rates with a five-hour minimum. We will reach out to you to confirm payment and an electronic receipt will be emailed to you. Sales tax and facility technology fee will be applied to all orders.

HOTEL WILL CONTACT YOU FOR PAYMENT INFORMATION.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no

shows” are subject to the full amount of the order, including installation, drayage and tax.

24% Facility technology fees will be applied to all orders. Labor charges may apply.

Email completed forms to: croache@avms.com

MONITORS

- 32" Flat-screen monitor on table stand
 Dual-post stand Speakers
- 42" Flat-screen monitor on floor stand
 Dual-post stand Speakers

PRICE*	QTY	TOTAL
\$262.50	_____	\$_____
\$337.50	_____	\$_____

INTERNET

- Hard-wired Internet connection
- Private WiFi log-in
With private/personal custom access code (38mbps up/down) — priced per number of individual log-ins desired

PRICE*	QTY	TOTAL
\$175.00	_____	\$_____
\$45.00	_____	\$_____

MISCELLANEOUS

- Extension cord & power strip
- Belkin power charging station

PRICE*	QTY	TOTAL
\$42.00	_____	\$_____
\$60.00	_____	\$_____

TOTAL INCLUDING TAX (See work order attached):

PRICE*	QTY	TOTAL
\$_____	_____	\$_____

SPECIAL REQUESTS

Please add any items not listed above that you require or special requirements.

*All pricing is per day. A one-hour labor charge at \$180/hr and a 24% facility technology fee will be added to the equipment subtotal.