ETS

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COMPANY NAME _____

ROOM NAME / # _____

MEETING ROOM ORDER FORM (PAGE 1)

OR ORDER ONLINE AT : www.ets-av.com

VIDEO PACKAGES

☐ (SELECT) **SMALL VIDEO PACKAGE** (1-20 PEOPLE) — DAY RATE: $650.00/day

SMALL VIDEO PACKAGE INCLUDES:

Projection Screen Sized to Room
LED Projector (1920x1080p)
HDMI Cable
Power Strip & A/C Cable

☐ (SELECT) **MEDIUM VIDEO PACKAGE** (21-50 PEOPLE) — DAY RATE: $950.00/day

MEDIUM VIDEO PACKAGE INCLUDES:

Projection Screen Sized to Room
LED Projector (1920x1080p)
HDMI Cable
Power Strip & A/C Cable

PLEASE CALL / EMAIL FOR A QUOTE FOR LARGE ROOM NEEDS (50+ PEOPLE)

972-576-0100 | exhibits@ets-av.com

AUDIO PACKAGES

☐ (SELECT) **SMALL AUDIO PACKAGE** (1-20 PEOPLE) — DAY RATE: $265.00/day

SMALL AUDIO PACKAGE INCLUDES:

1x Wireless Microphone (please select one):
☐Lavaliere -OR- ☐Handheld
4-Channel Mixer
12" Powered Speaker (PAIR)
Ultimate Speaker Tripod Stands
XLR Cables (3)
Power Strip & A/C Cable
Computer Audio Patch

☐ (SELECT) **MEDIUM AUDIO PACKAGE** (21-50 PEOPLE) — DAY RATE: $430.00/day

MEDIUM AUDIO PACKAGE INCLUDES:

2x Wireless Microphone (please select one):
☐Lavaliere -OR- ☐Handheld
14-Channel Mixer
12" Powered Speaker (PAIR)
Ultimate Speaker Tripod Stands
XLR Cables (3)
Power Strip & A/C Cable
Computer Audio Patch

A LA CARTE ITEMS

QTY	ITEM	DAY RATE	QTY	ITEM	DAY RATE
	Wireless Remote Presenter/Laser Pointer	$15.00		Sound Bar	$50.00
	Podium Microphone	$25.00		24" Monitor	$50.00
	Perfect Cue	$150.00		27" Monitor	$80.00
	Speaker Timer	$150.00		32" Monitor	$150.00
	Wireless Headset Microphone	$175.00		43" Monitor	$300.00
	Windows 11 Laptop	$150.00		55" Monitor	$550.00
	MacBook Laptop	$200.00		65" Monitor	$650.00
	iPad	$200.00		75" Monitor	$750.00
	43" Confidence Monitor w/Stand	$300.00		Monitor Floor Stand (NO Shelf)	$75.00
				Monitor Floor Stand (with Shelf)	$85.00

Monitor floor stands require the rental of a 43" monitor or greater. Touchscreen monitors, larger sizes, and video walls are available by request. Please call for pricing.

TOTALS

EQUIPMENT SUBTOTAL

*LABOR SERVICE CHARGE *> 38% of Equipment Subtotal or $150 minimum*

**DAMAGE AND THEFT INSURANCE *> 4% of Equipment Subtotal*

TOTAL CHARGE

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MEETING ROOM ORDER FORM (PAGE 2)

OR ORDER ONLINE AT : www.ets-av.com

*LABOR SERVICE CHARGE

The Labor Service Charge includes delivery, setup, dismantle, and equipment pick-up. For orders less than $3,000 the Labor Service Charge is 38% of the Equipment Subtotal or $150, whichever is greater. For Equipment Subtotals in excess of $3,000 the Labor Service Charge will be calculated based on time and labor regulations for that city. Event Technology Services' Labor Service Charge does not include labor that falls under facility or union mandated jurisdiction rules and regulations.

**OPTION TO WAIVE DAMAGE AND THEFT INSURANCE COVERAGE

Damage and Theft Insurance is equal to 4% of your Equipment Subtotal. The Customer may choose to have the Damage and Theft Insurance Coverage waived by providing proof of liability insurance listing Event Technology Services LLC as covered by the current insurance provider. This must be presented to your ETS Project Manager at least 14 days prior to the start of this event.

Regardless of cause, the Customer and its employees or agents waive the right to make a monetary claim against Event Technology Services LLC for loss of anticipated profits or other indirect consequential damage. Additionally, the Customer and its associates waive any right to make any claim against Event Technology Services for damage resulting from misuse of equipment or for personal injury resulting from use of the equipment.

This contract shall be construed in accordance with and governed by jurisdictional state laws. The prevailing party in any legal proceeding concerning this agreement shall be entitled to recover reasonable attorney's fees and costs of collection.

CANCELLATION POLICY

Rental period is for the dates and times noted in this contract (including set-up). A 50% service fee will be issued for cancellations up to 5 days before the start of the event. After this time ETS will not accept cancellations and the Customer will be responsible for 100% of charges regardless of the actual use of equipment.

ADDITIONAL EQUIPMENT AND SPECIAL REQUESTS

Additional equipment is available on-site should you need it. Contact your ETS Service Representative if you have any questions, special requests, or require additional labor.

INSTALLATION, SHOW, AND DISMANTLE

An ETS or Facility Technician (under ETS's supervision) will set up your audio/visual equipment at the prearranged time. Please ensure someone is present to accept the equipment. Following the completion of your meetings, an ETS or Facilty Technician will come to collect the equipment. Please ensure all rented equipment is made readily available at this time.

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

By signing below you acknowledge that you have read and understand the above terms and conditions, are in full agreement of the policies described therein, and are a qualified representative of the company associated with the booth listed at the top of this form.

REPRESENTATIVE SIGNATURE _____

PRINTED NAME _____ DATE _____

ETS Contact Information: *exhibits@ets-av.com* *972-756-0100*

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COMPANY NAME _____

ROOM NAME / # _____

MEETING ROOM ORDER FORM (PAGE 3)

OR ORDER ONLINE AT : www.ets-av.com

COMPANY INFORMATION

COMPANY NAME _____

COMPANY ADDRESS _____

CITY _____ STATE _____

COUNTRY _____ POSTAL CODE _____

ORDERED BY _____ EMAIL _____

PHONE NUMBER _____ FAX NUMBER _____

SESSION INFORMATION & DATES

ON-SITE CONTACT _____

CELL PHONE NUMBER _____

ROOM NAME _____

ROOM NUMBER _____

SESSION DATE:_____ TIME IN:_____ TIME OUT:_____

SESSION DATE:_____ TIME IN:_____ TIME OUT:_____

SESSION DATE:_____ TIME IN:_____ TIME OUT:_____

SESSION DATE:_____ TIME IN:_____ TIME OUT:_____

SESSION DATE:_____ TIME IN:_____ TIME OUT:_____

PLEASE SUBMIT A DRAWING AND DIMENSIONS OF YOUR ROOM

PREFERRED METHOD OF PAYMENT

☐ SECURE PAYMENT LINK (VIA CREDIT CARD) ☐ ACH PAYMENT ☐ WIRE TRANSFER ☐ CHECK

ACH Payment, Wire Transfer and payment by check are only available up to three weeks prior to the start of the select event.
Please contact your ETS Service Representative for details.

DISCLAIMER AGREEMENT:

Payment in full is required to process your order. If paying by check, a credit card must be authorized for the full amount to confirm the order. If a check is not received prior to the exhibitor move-in date this card will be charged for the full amount. A credit authorization is required as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of a statement while at the show, however a credit card authorization must be on file. For your convenience we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative(s). Changes in delivery date and time on-site may result in additional labor charges.

REPRESENTATIVE SIGNATURE_____ DATE_____

ETS Contact Information: *exhibits@ets-av.com* *972-756-0100*