PAYMENT AUTHORIZATION FORM

DISCOUNT DEADLINE: 9/1/2023

METRO | CREATIVI

52 Forest Ave., Suite 6, 2nd FI Paramus, NJ 07652

Security Code

Cardholder Name (Please Print): ___

P 201-340-2290; Fax 201-340-2108 E-Mail: info@metromultimedia.com

Biotech Week Boston

SEPTEMBER 18 – 21, 2023 BOSTON CONVENTION & EXHIBITION CENTER

Company:														Booth:				
Address:																		
City, Sate Zip:										Pho	ne:							
Ordered by (Print):																		
Email Address:										Fax:								
						E	STIN	JATE	D TC	TAL	S							
Audio Equipment Total																		
Projection Total	Projection Total																	
Video and Data Display	Video and Data Display Total																	
Labor Total																		
Sub Total Estimate due MetroMultimedia									nedia	\$								
Sales Tax Due on Sub Total Amount								\$										
Delivery & Pick Up								\$ 150.00										
Total Due MetroMultimedia								nedia	\$									
						PAYI	MEN	T AU	тно	RIZA	TION	ı						
YOUR SIGNATURE OF TH	IS PAYN	/IENT AU	THORIG	CATION	FORM D	ENOTES	ACCEP	TANCE (OF ALL T	ERMS &	CONDI	TIONS II	NCLUDE	D ON TH	IIS FORI	M AND (ON YOUR ORDER FORMS	
Company Check – Make p	payable	to Me	troMul	tiMedia	a, and i	eferen	ce BW I	B 2023.	Mail t	o: 52 Fc	orest A	ve, Suit	te 6, 2 ⁿ	^d Floor,	Param	us, NJ (07652	
Company Check – Make payable to MetroMultiMedia, and reference <u>BWB 2023.</u> Mail to: 52 Forest Ave, Suite 6, 2 nd Floor, Paramus, NJ 07652 **Please Note – Returned checks are subject to a \$35.00 bounced check fee. ALL CHECKS REQUIRE A CREDIT CARD BACK UP.																		
Wire Transfers – If paying ALL WIRE TRANSFERS REC Credit Card – For your cor check or wire, and any ad MetroMultiMedia charges and/or labor charges. Ple	QUIRE Anvenier ditional s, and a case Co	A CRED nce, Me al amou any cha mplete	etroMu nts inc	ID BACI IltiMedi urred a lat Met formati	K UP. ia Servi s a resu roMult on belo	ces will ult of sh iMedia	use th now sit may b	is auth e order e oblige	orizatio s placeo ed to pa	n to ch d by yo y on yo	arge yo u or yo	our creo our repr	dit card esenta luding	l accou tive. T	nt for y hese ch	our ad	vance orders, not paid by may include all any material handling	
	∐ A	MEX		Шν	/ISA		_ N	IASTE	RCARE)		DISC	OVER				Exp. Date	
Account Number																		

City/State/Zip: _______ Phone: ________
***The cardholder names above hereby authorize MetroMultiMedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: Date:

Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)

PAYMENT POLICY: MetroMultiMedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT. Checks **must** be in US Dollars and drawn on a US Bank.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultiMedia rental equipment.

CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - ** NO EXCEPTIONS **

ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.

CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE

MetroMultiMedia Order Form

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DISCOUNT DEADLINE: 9/1/2023

Company Name:		Booth #:		Booth Si	ze:			
Address:	City:		_ State: _	Zip	:			
Contact Name:	Phone:		E-Ma	il:				
Delivery Date/Time:	Pick Up Date/Time:							
On Site Contact Name:	On Site Contact Phone:							
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Delivery Date/Time: Pi	ck Up Date	/Time:							
On Site Contact Name: On Site Contact Phone:									
Audio Equipment	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total				
1 Speaker Sound System (Speaker, Stand, Mixer, PCDI)		\$168.00	\$210.00						
2 Speaker Sound System (Speakers, Stands, Mixer, PCDI)		\$285.60	\$357.00						
Wireless Microphone (Lavalier, Handheld Headset)		\$136.50	\$170.65						
10 Channel Audio Mixer (required with use of wireless mic)		\$78.75	\$98.50						
Large Venue Sound Systems are available upon request		Please Call	Please Call						
Projection	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total				
3k Lumen LCD Video / Data Projector (Conference Room)		\$262.50	\$328.25						
4.5 Lumen LCD Video / Data Projector (In Booth)		\$435.75	\$544.75						
Tripod Projection Screen 5' 6' 7' or 8'		\$75.00	\$93.75						
Projector Stand		\$15.75	\$19.75						
Custom Projection and Lighting Packages are available upon request		Please Call	Please Call						
Computers & Accessories	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total				
Lenovo Desktop Computer HD/DVD/RW w/ Monitor		\$288.75	\$361.00						
Apple Mac Mini		\$89.25	\$111.75						
Lenovo Laptop Computer FULL HD		\$168.00	\$210.00						
MacBook Pro 15"		\$262.50	\$361.00						
Apple iPad2		\$68.25	\$85.50						
iPad Floor Stand (stand only available with order of iPad2)		\$73.50	\$92.00						
Video and Data Display	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total				
Please select Source for Monitor: PC Laptop MAC Laptop _	DVD P	layer Me	edia Player	Other:					
32" Flat Panel Display Table Top Wall Mounted		\$168.00	\$210.00						
42" Flat Panel Display Table Top Wall Mounted		\$299.25	\$374.00						
50" Flat Panel Display Table Top Wall Mounted		\$472.50	\$590.50						
60" Flat Panel Display Table Top Wall Mounted		\$551.25	\$689.00						
70" Flat Panel Display Wall Mounted		\$619.50	\$774.50						
90" Flat Panel Display Wall Mounted		\$1,260.00	\$1,575.00						
40" Touch Screen Panel Display Wall Mounted		\$525.00	\$656.25						
55" Touch Screen Panel Display Wall Mounted		\$892.50	\$1,115.75						
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$75.00	\$93.75						
*Dual Post Floor Stand Shelf for Laptop		\$15.75	\$19.75						
Media Player (required for USB playback)		\$52.50	\$65.75						
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call						
	T	otal Audio, Proje	ction & Video and	d Data Display	\$				
A labor charge of \$84.00 per hour may be added depending on the type and o	quantity of eq	uipment ordered.		Labor Total	\$				
Grand Total Equipment Rental and Labor									

Please Note

To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com .

Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.

In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.
*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

SUBTOTAL =	_ + TAX @ 6.25% =	+ \$150.00 Deliver & Pick-Up = TOTA	۱L
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