

AUDIOVISUAL Exhibitor Order Form



the *santa clara* convention center
 "your partner in excellence."

5001 Great America Parkway
 Santa Clara, CA 95054

If you have a special request or need additional equipment, please call. A fax confirmation will be sent once your order is received and processed.

FIRM NAME:											
BILLING NAME AND STREET ADDRESS:											
CITY:				STATE:				ZIP CODE:			
TELEPHONE NUMBER:						FAX NUMBER:					
ORDERED BY:						PRINT CARDHOLDER'S NAME:					
<input type="checkbox"/> AMEX	<input type="checkbox"/> MCARD	EXP DATE:	CC#								
<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK										
CARDHOLDER'S SIGNATURE:*						EMAIL ADDRESS (PLEASE PRINT)					

* We will use this authorization to charge your credit card account for this advance order and any additional amounts incurred as a result of all show site changes placed by your representatives.

TO AVOID REPEAT SERVICE CHARGES SOMEONE MUST BE IN YOUR BOOTH AT THE SPECIFIED DELIVERY TIME TO SIGN FOR THE EQUIPMENT.

TWO DAYS PRIOR WILL BE SUBJECT TO THE ON-SITE DAILY RATE

VIDEO EQUIPMENT	DAILY RATE				
	Qty	Advance	On-Site	#Days	Total
25" Video Pkg: 25" Monitor, 1/2" VHS Player, 54" Cart w/Drape		\$205	\$246		
1/2" VHS Player with auto-repeat		\$125	\$150		
1/2" S-VHS Player		\$125	\$150		
DVD Player		\$100	\$120		
Combo VHS auto-repeat unit with 20" Monitor		\$200	\$240		
20" Color Monitor (NOT for computer use)		\$125	\$150		
25" Color Monitor (NOT for computer use)		\$150	\$180		
27" Color Monitor (NOT for computer use)		\$225	\$270		
32" Color Monitor (NOT for computer use)		\$275	\$330		
50" RP Projection TV (NOT for computer use)		\$400	\$480		
42" Rolling Cart w/Black Drape		\$25	\$30		

AUDIO EQUIPMENT	Qty	Advance	On-Site	#Days	Total
CD Player		\$75	\$90		
Cassette Player		\$40	\$48		
Wired Microphone: Handheld or Headset (circle one)		\$35	\$42		
Wireless Microphone: Handheld or Headset (circle one)		\$140	\$168		
Powered Speaker with Stand		\$75	\$90		
Sound System: 2 powered speakers, 2 stands, 1 Wired Mic: Handheld or Headset (circle one)		\$260	\$312		
Sound System: 2 powered speakers, 2 stands, 1 Wireless Mic: Handheld or Headset (circle one)		\$360	\$432		

LCD/PLASMA MONITORS	Qty	Advance	On-Site	#Days	Total
17" Multisync SVGA Color Monitor		\$115	\$138		
20" Multisync SVGA Color Monitor		\$175	\$210		
32" Plasma LCD Display: Tabletop or Wall Mount (circle one)		\$250	\$300		
50" Plasma LCD Display: Tabletop or Wall Mount (circle one)		\$600	\$720		
Laptop Computer		\$200	\$240		
Additional Computer Equipment Available — Call For Quote					

PROJECTION EQUIPMENT	Qty	Advance	On-Site	#Days	Total
Projectors — Call For Quote					
7' tripod		\$45	\$54		
8' tripod		\$45	\$54		
10' cradle		\$90	\$108		

RENTAL TOTALS		PRE-PAYMENT IS REQUIRED ON ALL ORDERS	
EQUIPMENT TOTAL		1	
SERVICE CHARGE (REQUIRED)	(20% OF LINE 1)	2	
SUBTOTAL		3	
SANTA CLARA SALES TAX	(8.25% of Equipment Total line 3)	4	
TOTAL AMOUNT DUE		5	

ORDERING INSTRUCTIONS

- ▶ THE TOTAL CHARGE PER ITEM IS DETERMINED BY MULTIPLYING THE QUANTITY BY THE DAILY RATE BY THE NUMBER OF SHOW DAYS TO BE USED.
- ▶ 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.
- ▶ To guarantee the advanced rate, the order should reach us 5 working days prior to delivery. Equipment availability is subject to change without notice.
- ▶ CANCELLATIONS:
 - A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a one day equipment charge plus all Delivery/Set-up/Pick-up Labor.
 - B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.
- ▶ The equipment is the responsibility of the client from delivery until it is picked up after show closing.

DELIVERY INFORMATION

On-Site Contact: _____

Show Start Date:	Time:
Booth #:	Room #:
Delivery Date:	Time:
Pick-up Date:	Time:

RETURN FOR PROCESSING



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