



Exhibitor Audio Visual Order Form

EXHIBITING COMPANY:	COMPANY REPRESENTATIVE:
BILLING ADDRESS:	
EVENT NAME:	EVENT DATE:
INSTALL DATE/TIME:	REMOVAL DATE/TIME:
LOCATION/BOOTH:	Folio # (hotel use only):
ON SITE CONTACT:	EMAIL ADDRESS:

<u>DISPLAY EQUIPMENT</u>	<u>Price per Day</u>	<u>QTY</u>	<u>#DAYS</u>	<u>Total</u>	<u>Remark</u>
80" LED Monitor	\$800.00				
32" Flat Panel LCD Monitor	\$320.00				
55" Flat Panel LCD Monitor	\$550.00				
Portable Sound System (15" JBL with small Mixer)	\$250.00				
8x8 Tripod Screen	\$100.00				
LCD Projector 5000 Lumens	\$725.00				
Seamless Switcher	\$600.00				
Pipe and Drape Per Linear Ft	\$35.00				
Computer Speakers	\$45.00				
<u>POWER</u>					
110V 20 amp	\$100.00				
60 Amp Power drop	\$300.00				
100 AMP 208 Three Phase	\$1,250.00				
200AMP 208 Three Phase	\$1,750.00				
Table Top Power Stations	\$60.00				
Special Power requirement	CALL				
<u>OFFICE EQUIPMENT</u>					
Laser Jet Printer B&W	\$250.00				
Laser Jet Printer Color	\$350.00				
Heavy Duty Copier 50P/M	CALL				
Laptop	\$275.00				
<u>CONNECTIVITY</u>					
High Speed Internet Access (Wired)	\$350.00				
Additional Wired Connections	\$75.00				
Wireless Connections	\$75.00				
Additional Wireless Connections	\$50.00				
Network Switch/HUB	\$200.00				
Webcast/Video Conferencing	CALL				
<u>LABOR</u>					
Technician to Set or Strike	\$135 /hr				
Technician to Operate	\$225 /hr				
Electrician	\$150/hr				

Print Name: _____

Signature: _____

Date: _____

PLEASE NOTE:

- All orders and payment method must be received a minimum of (7) days prior to installation date
- Cancellations must be made 72 hours prior to installation date or 100% will be charged.
- For more information on equipment and services please call the AV department @ 703 271 5194

Email - tanyka.smith@inspiresolutions.com, kindly cc Ms. Renee Dupin on all exhibitor request for AV at renee.dupin@inspiresolutions.com