Audio-Video-Data ORDER FORM

The Greater Richmond Convention Center

Video Equipment	Qty	Pre-Show Rate	On-Site Rate	Total
1/2" VHS Player with Repeat		$70	$80	
DVD Player (Call us to confirm the DVD Format)		$70	$80	
27" Video Monitor (VIDEO ONLY)		$90	$115	
34" Monitor Cart with Skirt		$20	$30	
54" Monitor Cart with Skirt		$20	$30	
Safelock Stand		$20	$25	

Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total
Video / Data LCD Projector (3000 Lumens)		$350	$400	
Video/'Data LCD Projector (5000 Lumens)		$450	$500	
20" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		$125	$150	
32" Plasma Display Panel (16:9 Ratio) INCLUDES Stand/Mount		$350	$400	
50" Plasma Display Panel (16:9 Ratio) INCLUDES Stand/Mount		$500	$600	
60" Plasma Display Panel (16:9 Ratio) INCLUDES Stand/Mount		CALL	CALL	
Attachable Plasma Speakers (Recommended 100 Sq Ft Range)		$25	$30	

PLEASE CIRCLE Plasma Mount for Above - No Charge — Table Top / Wall Mount / Floor Stand

Projection Screens	Qty	Pre-Show Rate	On-Site Rate	Total
6' Tripod Screen with Skirt		$25	$30	
7' Tripod Screen with Skirt		$35	$40	

Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total
Wired Mic		$35	$40	
Wireless UHF Mic (Lavaliere - Headset - Handheld) **Circle 1**		$130	$140	
Small 35 Watt Sound System (2-Speakers, on Stands)		$125	$150	
450 Watt Self Powered Sound System (2-Spkrs, Mixer, Stands)		$175	$200	
CD Player (Single Track)		$70	$80	
4-Channel Audio Mixer		$25	$30	

Other Equipment	Qty	Pre-Show Rate	On-Site Rate	Total
CPU-Call		$100	$125	
Laptop		$100	$125	
Printer		$125	$150	

Totals

PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL:	1	
DELIVERY/SET-UP/PICKUP: 20% of line 1 or $95.00 minimum	2	
(DELIVERY/SET-UP/PICKUP fee is a minimum of $95 or 20% whichever is GREATER)		
MATERIAL HANDLING:	3	**N/A**
SUBTOTAL:	4	
STATE SALES TAX: 5.0% of line 4	5	
TOTAL DUE:	6	

Method of Payment

PLEASE CHECK ONE

Card Number: _____ Exp Date ___/___

Cardholder's Name (as appears on card): _____

Cardholders Signature: _____

- MasterCard ☐
- Visa ☐
- American Express ☐
- Check (US Only) ☐
- Wire Transfer (US) ☐

Required Customer Information

PLEASE PRINT

Firm Name:

Address:

City:

State: Zip Code:

Ordered By:

Telephone:

Fax:

e-Mail:

Required Delivery Information

Exhibit Booth #:

Delivery Date:

Del. Time: [ ] 8A-10A [ ] 10A-12P [ ] 1P-3P [ ] 3P-5P

Failure to take delivery at the schedule time may result in an additional delivery charge.

On Site Contact:

Cell or Pager #:

Signature:

Representative **MUST BE** on-site at above for Delivery. Exhibitor assumes responsibility for Loss or Damage to property of Projection after Delivery and acceptance at Booth.

Orders received after October 20, 2009 will be subject to the **ON-SITE SHOW RATE**

Exhibit Dates: November 5-6, 2009

Ordering Instructions

- Applicable **Sales Tax** is applied unless the order is accompanied by a **Tax Exempt Certificate** for the **State of Venue.**
- **Installation / Dismantle Fee** includes delivery, install, maintenance, and dismantle. Contact Bill Rubinstein for in-booth operation.
- **Cancellation** of equipment ordered must be received **72 hours prior** to delivery date to avoid a one day charge. If delivered, **100%** of charges will apply.
- Call **804-783-7323,** or e-mail Bill Rubinstein at brubinstein@projection.com with questions, concerns, or additional requirements.

Processing

Fax Form To: 804-225-0508

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