



TAMPA CONVENTION CENTER

EXHIBITOR AUDIOVISUAL ORDER FORM

MAIL TO: TAMPA CONVENTION CENTER

ATTN: Five-Star Audio Visual, Inc.

333 S. FRANKLIN STREET

TAMPA, FL 33602

Service Provided By:
Five-Star Audio Visual, Inc.

PHONE (813) 274-7840

FAX (813) 274-7839

TCCA@Five-StarAv.com

SEE NEXT PAGE FOR RATE, PAYMENT POLICIES AND REGULATIONS.

PLEASE PRINT OR TYPE: BOOTH #: _____

NAME OF EVENT _____ SHOW DATES: _____

EXHIBITOR NAME: _____ PHONE #: _____

ADDRESS: _____ Fax# _____

CITY: _____ ST: _____ ZIP: _____

AUTHORIZED PERSON: _____ TITLE: _____

EMAIL: _____

Video Accessories	Per Day Price	QUANTITY	DAILY TOTAL
Laptop Computer	225.00		
19" Flat Screen LCD	140.00		
26" Flat Screen LCD	200.00		
42" Plasma with Floor Stand	275.00		
50" Plasma Screen with Floor Stand	350.00		
LCD Projector	450.00		
DVD Player	90.00		
Screen Package (Screen, Stand, Power Cable, VGA ext.)	150.00		
Roll Cart with Drape	25.00		
Flip Chart (markers, masking tape, flip chart pad)	45.00		

Audio Accessories	Per Day Price	QUANTITY	DAILY TOTAL
Amplified Speaker 8"	75.00		
Amplified Speaker 12"	125.00		
Wired Microphone w/ Stand	35.00		
Wireless Lapel Microphone	130.00		
Audio Mixer for input	50.00		
CD Player	50.00		

Rental Notes:

Delivery: _____ Date: _____ Time: _____	Total Daily Rates	
	Number of Days	
Pick-Up: _____ Date: _____ Time: _____	Sub-Total	
	Service Charge (23%)	
	Sales Tax (7%)	
	Total	

FORM OF PAYMENT: _____ Check _____ Cash _____ Visa _____ MasterCard _____ AMEX Account #: _____ Exp. Date: _____ Name (Please Print): _____ Cardholder Signature: _____ I also authorize charging any unpaid balances to my credit card.	TCC USE ONLY _____ Check Number _____ Amount Paid _____ Balance Due _____ Date Processed _____ Processed By _____ Postmarked
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PLEASE MAKE COMPANY CHECK PAYABLE TO: Five-Star Audio Visual, Inc

A full inventory of audiovisual equipment is available. For any additional needs, please call Five-Star AudioVisual at:
(813) 274-7840

Instructions

1. Complete the Order Form and retain a copy for your records.
2. Mail or fax a copy of the Order Form and FULL PAYMENT to:

**TAMPA CONVENTION CENTER
ATTN: Five-Star Audio Visual, Inc.
333 S. Franklin Street
Tampa, FL 33602**

Rate Policy

1. A full payment MUST be postmarked a Minimum of 14 CALENDAR DAYS PRIOR to the first day of show.
2. All rental rates are on a per day basis.

Cancellation Policy

1. Notification of cancellation of services MUST be postmarked in writing a MINIMUM of 14 days prior to the first scheduled show date to receive a full refund, less a \$50 administrative fee.
2. No refunds will be given for services installed and not used.
3. Five-Star Audio Visual, Inc. will not refund overpayments, except sales tax, in amount less than \$15.00, unless specifically requested in writing.
4. There will be a \$25 service charge on all returned checks.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. Make company, certified, or cashier's check payable to Five-Star Audio Visual Inc. No personal checks, please. Credit Cards accepted: Visa, MasterCard, and AMEX.
2. Computer equipment not received by exhibitor must be reported to the Service Desk PRIOR to the close of the event to receive a refund.
3. Payment for additional on-site materials/labor is due when service is rendered.
4. Neither the City/TCC nor Five-Star Audio Visual, Inc. is responsible for loss or damage of equipment delivered to the customer. We recommend that you stay with the equipment in your booth, as you are liable for loss or damage. Insurance coverage is strongly recommended.
5. If by any reason of any default on the part of the TCC lessee or exhibitor hereunder, it becomes necessary to engage an attorney, the TCC lessee or exhibitor agrees to pay all costs, expenses and attorney's fees expended or incurred by the City/TCC and Five-Star Audio Visual, Inc. in connection therewith. The City/TCC and Five-Star Audio Visual, Inc. will not be responsible for strikes, accidents, fires, acts of God, terrorism or delays beyond its control.