

# PRODUCTION GUIDE

## AUDIO VISUAL ORDER FORM

**ADVANCED RATE:** 21 or more days from show start • **STANDARD RATE:** 20 days or less from show start

### CUSTOMER INFORMATION

Show Name:  Firm Name:  Date:   
 Ordered by:  Phone:  Fax:   
 Email:  Address:  City:  State:   
 Zip:

### AUDIO EQUIPMENT

	QTY	ADV.	STD.	DAYS	TOTAL
Sound System w/2 powered speakers/stands/mixer	<input type="text"/>	\$150.00	\$175.00	<input type="text"/>	<input type="text"/>
Wireless Microphone [ ] handheld [ ] lavalier [ ] headset	<input type="text"/>	\$125.00	\$150.00	<input type="text"/>	<input type="text"/>
Wired Microphone [ ] handheld [ ] lavalier	<input type="text"/>	\$25.00	\$35.00	<input type="text"/>	<input type="text"/>
CD Player	<input type="text"/>	\$40.00	\$50.00	<input type="text"/>	<input type="text"/>

### DISPLAY EQUIPMENT

Digital Media Player (USB)	<input type="text"/>	\$40.00	\$50.00	<input type="text"/>	<input type="text"/>
24" LCD Flat Panel Display (table top only)	<input type="text"/>	\$125.00	\$150.00	<input type="text"/>	<input type="text"/>
42" Plasma Display [ ] table top [ ] wall mount [ ] floor stand (+\$40)	<input type="text"/>	\$325.00	\$350.00	<input type="text"/>	<input type="text"/>
55" Plasma Display [ ] wall mount [ ] floor stand (+\$40)	<input type="text"/>	\$475.00	\$500.00	<input type="text"/>	<input type="text"/>
70" LCD Flat Panel Display [ ] wall mount [ ] floor stand (+\$40)	<input type="text"/>	\$625.00	\$650.00	<input type="text"/>	<input type="text"/>

### COMPUTERS

PC Laptop	<input type="text"/>	\$150.00	\$175.00	<input type="text"/>	<input type="text"/>
MAC Laptop	<input type="text"/>	\$275.00	\$300.00	<input type="text"/>	<input type="text"/>

### ACCESSORIES

Rolling Cart with Black Drape	<input type="text"/>	\$10.00	\$15.00	<input type="text"/>	<input type="text"/>
Keyboard & Mouse	<input type="text"/>	\$15.00	\$20.00	<input type="text"/>	<input type="text"/>
25' VGA Cable or 6' HDMI Cable	<input type="text"/>	\$40.00	\$50.00	<input type="text"/>	<input type="text"/>
Polycom Speaker Phone (phone line not included)	<input type="text"/>	\$100.00	\$125.00	<input type="text"/>	<input type="text"/>

### OTHER

	QTY	RATE	HOURS	DAYS	TOTAL
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

### RENTAL TOTALS

EQUIPMENT TOTAL	1.	<input type="text"/>
DELIVERY / SETUP/ PICKUP (24% of line 1 or \$75.00 min.)	2.	<input type="text"/>
SUBTOTAL (add line 1, line 2)	3.	<input type="text"/>
SALES TAX (8.5% of line 3)	4.	<input type="text"/>

### TOTAL DUE

**PAYMENT IS DUE WHEN ORDER IS PLACED**

5.	<input type="text"/>
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Prices subject to change without notice.

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## AUDIO VISUAL ORDER FORM CONT.

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**ORDERS NOT RECEIVED 21 DAYS IN ADVANCE OF LOAD-IN WILL BE SUBJECT TO THE STANDARD RATE.**

### ORDERING INSTRUCTIONS

All items are charged daily. The total charge is per item multiplied by the number of show days. Show days are days the exhibit floor is open. No charge for set up days.

Please include applicable Sales Tax on equipment rental.

**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.

- All orders must include a service charge of 24%. Please multiply the Equipment Total (Line #1) by 24% - if the % amount is lower than \$75 then add \$75 on line 2.
- To guarantee equipment availability and advanced rate, this order should reach us **21 DAYS PRIOR** to delivery.
- A e-mail confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please re-send and call.
- Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.
- **CANCELLATION** - A. Cancellation of equipment ordered must be received **48 HOURS PRIOR** to delivery date to avoid a minimum one day charge. B. If services have already been provided at the time of cancellation, **50% OF ORIGINAL CHARGES** will be applied.
- Client or representative must be present at booth at time of delivery. Encore will not simply drop off equipment.

On-site Contact:

On-site Phone:

Installation Date & Time:

Dismantle Date & Time:

Booth:

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