

Exhibitor Services Order Form

(all forms must be submitted electronically through Sertifi reach out to our AV for further instructions)

Company Information:	Exhibitor Information <i>(Please Complete the requested)</i>
Exhibitor Company Name	Event _____
On-site Contact Name	Booth # _____ Set Up Date _____
Billing Address	Payment <i>(Credit card questions? Call 512-805-5309)</i>
City, State, Zip	<input type="radio"/> Credit Card <input type="radio"/> Check <input type="radio"/> Master Account <input type="radio"/> Guest Room #
Telephone Number	Card Holder's Name: _____
Fax Number	Account Number: _____
Email Address	Expiration Date: _____
	Card Type: _____
	Verification Code: _____
	Signature: _____
	Payment Terms Conditions
	<ul style="list-style-type: none"> Payment Total is due 10 business days prior to group event. Any additions or variances will be billed within 24 hours after close of the event. Purchase orders are not accepted. Cancellations less than 24 hours prior to exhibit load-in is charged 100% of one day's rate. Must Fax The Forms To 512-805-5310 Exhibitor agrees pay for damages or equipment lost while in exhibitor's care or control. A 25% Service Charge will be applied to all AV services rendered for each day's use. Discount Price available 14 days prior to event, Standard Price available 13 to 4 days prior to event, Floor Price available 3 days prior to event and on-site.

ELECTRICITY	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Basic Power*	\$20	\$30	\$45			
20 AMP Power**	\$55	\$75	\$95			

HIGH SPEED INTERNET	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Wi-Fi Connections (2 Users)	\$10	\$15	\$20			

Audio Visual	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
43" Monitor	\$100	\$125	\$200			
Laptop Computer	\$225	\$275	\$350			
HDMI Cable	\$15	\$25	\$35			
25' VGA Cable	\$15	\$25	\$35			
6' MIL Protective Plastic 8x10/10x10 Exhibit booth	\$45	\$65	\$75			
Flip Chart	\$25	\$45	\$65			
Up lights	\$30	\$60	\$80			
Self-Powered Speaker	\$60	\$80	\$100			
4 Channel Mixer	\$50	\$50	\$70			
Wired Microphone	\$75	\$95	\$125			
Wireless Microphone	\$65	\$85	\$115			
Computer Sound Package	\$180	\$225	\$275			
Computer Speakers	\$15	\$25	\$55			

Accessories	Discount Price	Standard Price	Floor Price	Quantity x	# Days x	= Amount
Labor- Half Hour Min.	\$45	\$55	\$60			
Cocktail Table or AV Cart	\$25	\$35	\$55			
6' or 8' Table	\$70	\$75	\$85			
Ice per 10 lbs.	\$10	\$15	\$20			
Hot Water per gallon	\$10	\$15	\$20			
Vehicle Load in	\$150-\$250	\$250-\$300	\$350			

*Includes electricity, power cord & labor

**Includes dedicated 20 AMP circuit, power cord & labor

	Subtotal	
Service Charge	25%	
Sales Tax	8.25%	



Grand Total = Subtotal + 25% + 8.25%

Grand Total	
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