

## Exhibitor Services Order Form

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

<b>Company Information:</b>	<b>Exhibitor Information</b> <i>(Please Complete the requested)</i>
Exhibitor Company Name	Event _____
On-site Contact Name	Booth # _____ Set Up Date _____
Billing Address	<b>Payment</b> <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: _____
	<b>Payment Terms Conditions</b>
	<ul style="list-style-type: none"> <li>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.</li> <li>Purchase orders are not accepted.</li> <li>Cancellations less than 24 hours prior to exhibit load-in is charged 100% of one day's rate.</li> <li><b>Must Fax The Forms To 512-805-5310</b></li> <li>Exhibitor agrees pay for damages or equipment lost while in exhibitor's care or control.</li> <li><b>A 25% Service Charge will be applied to all AV services rendered for each day's use.</b></li> <li><b>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.</b></li> </ul>

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			

	<b>Subtotal</b>	
<b>Service Charge</b>	<b>25%</b>	
<b>Sales Tax</b>	<b>8.25%</b>	

\*Includes electricity, power cord & labor

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



Grand Total = Subtotal + 25% + 8.25%

Grand Total	
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