



EXHIBITOR AUDIO VISUAL ORDER FORM

Video Equipment	Qty	DAILY RATE	Days Used	Total	Customer Information
DVD Player		\$125.00			Company Name:
Blue Ray Player		\$125.00			Event Name:
48" Rolling Cart w/Black Skirt		\$25.00			Event Dates:
A/C power cord and 6-way powerstrip		\$20.00			Company Address:
25' VGA Cable		\$20.00			City:
6' - 8' Tripod Screen		\$70.00			State: <input type="text"/> Zip: <input type="text"/>
Flipchart		\$50.00			Ordered By:
Flipchart with "Post-It" pads		\$75.00			Telephone #: <input type="text"/> Email: <input type="text"/>
Other:					Fax #: <input type="text"/>
					Thank you for your patronage
Audio Equipment	Qty	DAILY RATE	Days Used	Total	Ordering Instructions
CD/Cassette Boom Box		\$50.00			⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. ⇒ 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. ⇒ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery. ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum. ⇒ CANCELLATIONS: 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.
CD Player (Multi-Disc)		\$100.00			
Wired Microphone: Handheld or Lavalier (circle one)		\$50.00			
Wireless Microphone: Handheld or Lavalier (circle one)		\$200.00			
75w Sound System with (2) speakers & stands		\$200.00			
Computer Display Equipment	Qty	DAILY RATE	Days Used	Total	
17" Flat Panel/LCD Monitor		\$175.00			
LCD Projector		\$750.00			
52" Plasma Monitor w/Stand		\$900.00			
Other:					
Telecommunications					
Internet Drop		\$100.00			
Telephone & DID Line		\$95.00			
Please call us so we can configure a custom package to your specifications					
Rental Totals	PAYMENT IS DUE WHEN ORDER IS PLACED				Delivery Information
EQUIPMENT TOTAL	1				On-Site Contact:
DELIVERY/SETUP/PICKUP (22% of AV Rental)	2				Booth #: <input type="text"/> Room #: <input type="text"/>
SUBTOTAL	3				Delivery Date: <input type="text"/> Time: <input type="text"/>
Sales TAX (9.1% of line)	4				Pickup Date: <input type="text"/> Time: <input type="text"/>
TOTAL DUE	5				
Method of Payment	PLEASE CHECK ONE				Return for Processing
Name: _____	Other	<input type="checkbox"/>			The Ritz-Carlton Dove Mountain American Audio-Visual Center 15000 North Secret Springs Drive Marana, AZ 85658 PHONE (520)-572-3190 FAX (520)-572-3191 Attn: Tony Wegener
Credit Card #: _____	Credit Card	<input type="checkbox"/>			
Signature: _____		<input type="checkbox"/>			
_____		<input type="checkbox"/>			
_____		<input type="checkbox"/>			
Expiration Date: _____		<input type="checkbox"/>			

AV Provided By American Audio Visual Center

If you have a special request or need additional equipment, please call.