

AUGUST 7-9, 2023



MEETING ROOM AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: JULY 10, 2023

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER JULY 21, 2023

Event Name: **MAGIC LAS VEGAS 2023 - FALL**
 Event Dates: **August 7 - 9, 2023**
 Venue: **Las Vegas Convention Center**
 PROJECT #: **PROJ #11608**
SR-NU-806-GES

Customer Information	
Firm Name:	
Contact:	
Address:	
City:	
State:	ZIP:
Ordered By:	
Telephone #:	
Email:	
Notes:	

Delivery Information	
Room / Hall:	
Booth / Room #:	
On-Site Contact:	
Cell Phone:	
Email:	
Deliver Date:	
Delivery Time:	
Requested Pickup Date:	
Requested Pickup Time:	

*All prices are **PER DAY** - All Power & Internet services are provided by facility.*

Meeting Room Equipment - Daily Rate	Rates Per Day		Qty	Days	Total	Ordering Instructions
	Discounted	Regular				
LCD Projector Pkg (Projector, Screen, Stand, Remote, Cables)	\$600.00	\$780.00				
LCD Support Package (Screen, Remote, Stand, Cables)	\$165.00	\$214.50				
Flipchart with Markers	\$40.00	\$52.00				
8' Tripod Screen	\$40.00	\$52.00				
4000 Lumen LCD Projector	\$550.00	\$715.00				
Laptop Computer - Windows	\$215.00	\$230.00				
AUDIO - Daily Rate	Discounted	Regular	Qty	Days	Total	The total charge per item is determined by multiplying the Days x Rate. Operator labor is subject to prevailing hourly rate with a 4 hour minimum.
Small Sound System (2 spkrs w/stands, wired mic, mixer,PCDI)	\$325.00	\$425.00				
Large Sound System (4 spkrs w/stands, wired mic, mixer, PCDI)	\$475.00	\$575.00				
Wireless Microphone Select: HH or Lav	\$145.00	\$210.00				
	\$35.00	\$45.00				
Accessories - Daily Rate	Discounted	Regular	Qty	Days	Total	We will attempt to accommodate requested delivery times, but cannot guarantee them due to order volume. If you require Delivery/Setup at a specific time, there will be an additional 4-hour labor charge.
Presenter Remote w/Laser Pointer	\$25.00	\$30.00				
HP Black & White Laser Printer	\$95.00	\$125.00				
65" HDTV Monitor w/Floor Stand	\$1,155.00	\$1,200.00				
75" HDTV Monitor w/Floor Stand	\$1,510.00	\$1,600.00				
SUBTOTAL:						If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!
(30% of subtotal or \$190.00 minimum, whichever is greater):						
TOTAL AMOUNT DUE:						
All prices are PER DAY						
CANCELLATIONS: A) Cancellation of order must be received 72 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.						

PAYMENT

RETURN for PROCESSING

ADVANCE PAYMENT IS DUE TO CONFIRM ORDER

You will receive an e-mail with a link for secure online credit card payment.

Order is not finalized without full payment and confirmation email from Shepard AV.

RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation. Order is not confirmed until payment has been made in full.

Signature _____

Date _____

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