



MEETING ROOM AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: January 15, 2024

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER January 29th

Event Name: MAGIC FEBRUARY
Event Dates: February 13-15, 2024
Venue: Las Vegas Convention Center
PROJECT #: PROJ #431441
SR-NU-0210 <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 | | | | | Orders received after 1/15/24 charged at regular rate. Call to confirm all orders placed after 1/29/24 (cutoff). 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. 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. |
| 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 | | |
| 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 (requires sound system) | \$145.00 | \$210.00 | | | | | |
| Computer Audio Interface (PCDI) (requires sound system) | \$35.00 | \$45.00 | | | | | |
| Accessories - Daily Rate | Discounted | Regular | Qty | Days | Total | | |
| Presenter Remote w/Laser Pointer | \$25.00 | \$30.00 | | | | | |
| HP Black & White Laser Printer | \$95.00 | \$125.00 | | | | | |
| 65" HDTV Monitor w/Monitor Floor Stand | \$875.00 | \$1,100.00 | | | | | |
| 75" HDTV Monitor w/Monitor Floor Stand | \$950.00 | \$1,350.00 | | | | | |
| SUBTOTAL: | | | | | | | |
| (30% of subtotal or \$250.00 minimum, whichever is greater): | | | | | | | |
| TOTAL AMOUNT DUE: | | | | | | | |
| *All prices are PER DAY subject to Special labor charges may apply for complex orders requiring dedicated labor | | | | | | | If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities! |
| <p style="text-align: center;">CANCELLATIONS:</p> <p>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.</p> | | | | | | | |

| PAYMENT | RETURN for PROCESSING |
|--|--|
| ADVANCE PAYMENT IS DUE TO CONFIRM ORDER | orders-av@shepardav.com |
| <p>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.</p> | 470-939-4778 |
| 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. | Catherine Bachman Exhibitor Planning Coordinator |
| Signature _____ | Date _____ |
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