

EVENT TECHNOLOGY EXHIBIT ORDER FORM

EXHIBITOR INFORMATION

Company Name:		
Billing Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
On Site Contact Name:		
On Site Contact Cell #:		
Delivery Date:	Time:	
Return Date:	Time:	
Booth Number:		
Event Name:		
Event Dates: to		

Upon receipt of a completed Exhibit Order, a payment link will be provided, and **100% of the total exhibit cost must be paid in full no later than 14 days prior to load-in**. Orders submitted after this deadline will incur late processing fees:

- 15% if submitted 7–14 days before load-in
- 25% if submitted less than 7 days before load-in

INSPIRE reserves the right to decline services if there is insufficient time to deliver the equipment.

Equipment rental prices are calculated on a **per-day basis**, with a **minimum rental period of one day**.

Orders exceeding **\$10,000** are subject to a **2% processing fee**.

Exhibitors assume **full financial responsibility** for any loss or damage to rented equipment.

Cancellations made less than one week before load-in will incur a **50% charge**. Cancellations made within **72 hours** of load-in will be billed at **100% of the total cost**.

By submitting this document for processing, you acknowledge and agree to the terms outlined above.

Exhibitor Delivery Policy: All exhibitors must be present at the scheduled delivery time. If the exhibitor is not available, the equipment will not be delivered until requested, and all labor and equipment charges will still apply at **100% of the agreed cost**.

For assistance with completing your order, please contact us at **+1 (719) 231-9095**.

EQUIPMENT RENTAL

	QTY	Days	Daily Rate	Total
Wireless Microphone (Hand or Lav)			\$ 225.00	\$
Bluetooth Speaker			\$ 85.00	\$
15" Powered Speaker with Stand			\$ 175.00	\$
6 Channel Audio Mixer			\$ 95.00	\$
27" Monitor & Tabletop Stand			\$ 200.00	\$
43" Monitor & Floor Stand			\$ 400.00	\$
55" Monitor & Floor Stand			\$ 550.00	\$
Additional Monitor Sizes Available			Call for pricing	\$
Leko or Source 4 Par			\$ 55.00	\$
LED Uplight			\$ 85.00	\$
6 Channel Dimmer Pack			\$ 85.00	\$
Additional Lighting Equipment Available			Call for pricing	\$
Laptop (PC)			\$ 280.00	\$
MacBook Pro			\$ 335.00	\$
HDMI or Apple Adaptors/MISC. Cables			Call for pricing	\$
Projection Packages Available			Call for pricing	\$
Flip Chart with Pad & Markers			\$ 120.00	\$
Display Easel			\$ 10.00	\$
A \$350.00 Set/Strike Fee will be applied to all basic equipment orders. Additional labor charges may apply for larger or more complex setups. For detailed information regarding additional labor charges, please consult your INSPIRE Account Manager.	RENTAL TOTAL			\$
	LABOR CHARGE			\$
	SUBTOTAL			\$
	TAX			\$
TOTAL DUE			\$	

For additional details, pricing, or further clarification, please contact your INSPIRE Account Manager. Thank you for your cooperation, and we look forward to ensuring the success of your event!