



BOOTH NAME _____

BOOTH NUMBER _____

ADVANCE ORDER RATE DEADLINE: **February 21, 2020**ORDER ONLINE AT: www.ets-av.com/orders**TOTALS**

EQUIPMENT SUBTOTAL

*LABOR SERVICE CHARGE >> 35% of Equipment Subtotal or \$150 minimum

**DAMAGE AND THEFT INSURANCE >> 4% of Equipment Subtotal

TOTAL CHARGE

*** LABOR SERVICE CHARGE**

The Labor Service Charge includes delivery, setup, dismantle, and equipment pick-up. For orders less than \$3,000 the Labor Service Charge is 35% of the Equipment Subtotal or \$150, whichever is greater. For Equipment Subtotals in excess of \$3,000 the Labor Service Charge will be calculated based on time and labor regulations for that city. Event Technology Services' Labor Service Charge does not include labor that falls under facility or union mandated jurisdiction rules and regulations.

**** OPTION TO WAIVE DAMAGE AND THEFT INSURANCE COVERAGE**

Damage and Theft Insurance is equal to 4% of your Equipment Subtotal. You may choose to have the Damage and Theft Insurance Coverage waived by providing proof of liability insurance listing Event Technology Services LLC as covered by your current insurance provider. This must be presented to your ETS Service Representative prior to the Advance Order Deadline.

CANCELLATION POLICY

You may cancel your order at no charge anytime prior to the Advance Order Deadline. A 50% service fee will be issued for cancellations after that date and prior to the date of set up. We will not accept cancellations once on-site and you will be responsible for 100% of charges regardless of the actual use of equipment.

ADDITIONAL EQUIPMENT AND SPECIAL REQUESTS

Additional equipment is available on-site at the Standard Order Rate should you need it. Contact your ETS Service Representative if you have any questions, special requests, or require additional labor.

INSTALLATION, SHOW, AND DISMANTLE

ETS will deliver your audio/visual equipment at the prearranged time. Please ensure someone is present to accept the equipment. We are here for you the entire show. Do not hesitate to call, text, or visit us at the Exhibitor Service Center with questions and requests. An ETS Technician will come to the room to dismantle equipment at the session's closing.

ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

By signing below you acknowledge that you have read and understand the above terms and conditions, are in full agreement of the policies described therein, and are a qualified representative of the company associated with the room name/number listed at the top of this form.

REPRESENTATIVE SIGNATURE _____

PRINTED NAME _____ DATE _____

ETS Service Representative: Lexi Sturrock lsturrock@ets-av.com 214-734-9775

Event Technology Services // PO Box 3432, Coppell, TX 75019 // O: 972.756.0100 // F: 972.756.0123



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ORDER ONLINE AT: www.ets-av.com/orders

COMPANY INFORMATION

COMPANY NAME _____
 COMPANY ADDRESS _____
 CITY _____ STATE _____
 COUNTRY _____ POSTAL CODE _____
 ORDERED BY _____ EMAIL _____
 PHONE NUMBER _____ FAX NUMBER _____

SHOW INFORMATION

ON-SITE CONTACT _____
 CELL PHONE NUMBER _____
 ROOM NAME _____
 ROOM NUMBER _____
 REQUESTED DELIVERY DATE _____
 REQUESTED DELIVERY TIME 8 AM-12 PM 1 PM-5 PM

PAYMENT INFORMATION

CREDIT CARD TYPE _____
 ACCOUNT NUMBER _____ EXPIRATION DATE _____
 NAME ON CARD _____
 BILLING ADDRESS _____
 CITY _____ STATE _____
 COUNTRY _____ POSTAL CODE _____

DISCALMER AGGREEMENT:

By signing below you are certifying the above card information to be true and accurate. Payment in full is required to process your order. If paying by check, a credit card must be authorized for the full amount to confirm the order. If a check is not received prior to the exhibitor move-in date this card will be charged for the full amount. A credit authorization is required as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of a statement while at the show, however a credit card authorization must be on file. For your convenience we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative(s). Changes in delivery date and time on-site may result in additional labor charges.

Wire Transfer and payment by check are available prior to the Advanced Order Deadline. Please contact your ETS Service Representative for details.

ETS Service Representative: Lexi Sturrock lsturrock@ets-av.com 214-734-9775