

SEPTEMBER 19-21, 2023

**MEETING ROOM AUDIO VISUAL ORDER FORM**
**DISCOUNT DEADLINE: AUGUST 21, 2023**
**CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER AUGUST 31, 2023**

Event Name: COTERIE/MAGIC/SOURCING SEPT NY '23  
 Event Dates: September 19-21, 2023  
 Venue: Javits Center, New York, NY  
 PROJECT #: PROJ #11407  
 SR-NU-092123 <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.

	Rates Per Day					
Meeting Room Equipment - Daily Rate	Discounted	Regular	Qty	Days	Total	Ordering Instructions
LCD Projector Pkg (Projector, Screen, Stand, Remote, Cables)	\$720.00	\$936.00				Orders received after <b>8/21/23</b> charged at regular rate. Call to confirm all orders placed after <b>8/31/23 (cutoff)</b> .
LCD Support Package (Screen, Remote, Stand, Cables)	\$198.00	\$258.00				
Flipchart with Markers	\$48.00	\$62.00				
8' Tripod Screen	\$48.00	\$62.00				
4000 Lumen LCD Projector	\$660.00	\$858.00				
Laptop Computer - Windows	\$258.00	\$276.00				<b>The total charge per item is determined by multiplying the Days x Rate.</b>  Operator labor is subject to prevailing hourly rate with a 4 hour minimum.   <b>We will attempt to accommodate requested delivery times, but cannot guarantee them due to order volume.</b>  If you require Delivery/Setup at a specific time, there will be an additional 4-hour labor charge.
AUDIO - Daily Rate	Discounted	Regular	Qty	Days	Total	
Small Sound System (2 spkrs w/stands, wired mic, mixer,PCDI)	\$390.00	\$510.00				
Large Sound System (4 spkrs w/stands, wired mic, mixer, PCDI)	\$570.00	\$690.00				
Wireless Microphone <b>Select: HH or Lav</b>	\$174.00	\$252.00				
	\$42.00	\$54.00				<b>If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!</b>
Accessories - Daily Rate	Discounted	Regular	Qty	Days	Total	
Presenter Remote w/Laser Pointer	\$30.00	\$36.00				
HP Black & White Laser Printer	\$114.00	\$150.00				
65" HDTV Monitor w/Floor Stand	\$730.00	\$906.00				
75" HDTV Monitor w/Floor Stand	\$835.00	\$1,026.00				
<b>SUBTOTAL:</b>						
<b>(35% of subtotal or \$230.00 minimum, <b>whichever is greater</b>):</b>						
<b>TOTAL AMOUNT DUE:</b>						
<b>*All prices are PER DAY*</b>						
<b>CANCELLATIONS:</b> 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	
<b>ADVANCE PAYMENT IS DUE TO CONFIRM ORDER</b> 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.		<b>orders-av@shepardav.com</b>  <b>470-939-4778</b>  <b>Catherine Bachman</b> <b>Exhibitor Planning Coordinator</b>	
<b>RENTAL AGREEMENT:</b> 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 _____	Page 1 of 1	