



EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: January 22, 2024

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER FEB. 5TH

Event Name: **COTERIE MAGIC NY FEB 2024**

Event Dates: **February 20-22, 2024**

Venue: **Javits Center - New York**

PROJ #11900

SR-NU-0219 <GES>

Customer Information	
ORGANIZATION NAME	
ORDERED BY NAME	
ADDRESS	
CITY	
STATE	ZIP
PHONE #	
EMAIL	
NOTES:	

Delivery Information	
HALL	
BOOTH #	
ON-SITE CONTACT	
ON-SITE CELL	
ON-SITE EMAIL	
SHOW START	
SHOW END	
DELIVERY DATE	TIME
PICKUP DATE	TIME

SOMEONE MUST BE PRESENT FOR DELIVERY

470-939-4778 or

orders-av@shepardav.com

NOTE: POWER & INTERNET SERVICES ARE PROVIDED BY FACILITY

COMPUTERS & ACCESSORIES - Show Rate	SHOW RATE			Qty	Total	Ordering Instructions
	Discounted	Regular				
PC laptop computer (with Windows/Microsoft Office)	\$285.00	\$370.00				Orders received after 1/22/24 will be charged at the regular rate. Orders received after 2/5/24 (cutoff date) will be based on availability and are subject to 20% upcharge. CALL TO CONFIRM. The total charge per item is determined by multiplying the Quantity x Rate. Prices are for the duration of the show. Operator labor, if requested, is subject to the prevailing hourly rate with a four (4) hour minimum.
Apple iPad	\$180.00	\$234.00				
iPad Floor Stand (white)	\$155.00	\$200.00				
Apple 15" MacBook Pro	\$465.00	\$605.00				
Apple 17" MacBook Pro	\$540.00	\$702.00				
Apple 27" iMac Retina 5K, I-9, 8-Core	\$525.00	\$580.00				
Mac Mini Computer	\$255.00	\$335.00				
Wired USB Keyboard and Mouse	\$30.00	\$40.00				
Wireless keyboard and Mouse	\$45.00	\$60.00				
Laser printer (black & white)	\$155.00	\$180.00				
AUDIO - Show Rate	Discounted	Regular	Qty	Total		We will attempt to accommodate requested delivery times, but cannot guarantee due to the volume of orders.
Small Sound System (2 spkrs w/stands, wired mic, mixer, pcdi)	\$410.00	\$510.00				
Large Sound System (4 spkrs w/stands, wired mic, mixer, pcdi)	\$585.00	\$650.00				
Wireless Microphone** Select: Handheld or Lavalier	\$260.00	\$335.00				
Computer Audio Interface (PCDI)**	\$35.00	\$45.00				
**Wireless microphone/PCDI requires sound system for operation						
ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total		
HDMI Cable (4')	\$25.00	\$32.50				
Monitor Floor Stand Dual Post w/shelf (requires monitor rental)*	\$230.00	\$300.00				
Media Player	\$75.00	\$95.00				
Page 1 Total						

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FLATSCREEN MONITORS - Show Rate	SHOW RATE		Qty	Total	Ordering Instructions
	Discounted	Regular			
MONITOR MOUNT OPTIONS - select from 3 options - See note at right					MONITOR MOUNTING OPTIONS
MONITOR FLOOR STAND w/shelf (requires monitor rental 32"+)	\$230.00	\$300.00			- Table Stand or "feet" - complimentary - client provides table or counter for monitor
24" HDTV Monitor * Select: Table Stand or Wall Mount	\$230.00	\$300.00			- Wall Mount - complimentary - requires custom booth with structural support (not a standard booth)
32" HDTV Monitor * Select: Table Stand or Wall Mount	\$385.00	\$500.00			- Monitor Floor Stands w/optional shelf -(32"-75" monitors only) - additional cost but provides ideal "eye level" viewing for standing clients. <i>See line above 24" monitor.</i>
43" HDTV Monitor * Select: Table Stand or Wall Mount	\$460.00	\$598.00			
55" HDTV Monitor * Select: Table Stand or Wall Mount	\$720.00	\$935.00			
65" HDTV Monitor * Select: Table Stand or Wall Mount	\$925.00	\$1,200.00			
75" HDTV Monitor * Select: Table Stand or Wall Mount	\$1,280.00	\$1,450.00			
Special Installations (requires adequate time to plan)					If you don't see what you're looking for, contact your Shepard AV Team to discuss! We have a wide range of services & solutions to deliver your message. We offer custom LED walls, truss, lighting, concert sound, and the experts to make it all work!
Touchscreen Monitors and Kiosks- Windows OS	Call for Quote	Call for Quote			
Digital Signage	Call for Quote	Call for Quote			
LED Video Wall	Call for Quote	Call for Quote			
Custom Theatrical Lighting Packages	Call for Quote	Call for Quote			
Page 1 Total					
Page 2 Total					
(add Page 1 & Page 2 totals) SUBTOTAL:					
(30% of subtotal or \$250.00 minimum, whichever is greater) DELIVERY/SETUP/PICKUP					ORDER IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED IN FULL AND CONFIRMATION HAS BEEN SENT
TOTAL AMOUNT DUE					
If monitor is ordered, what is your content source? <input type="radio"/> Laptop <input type="radio"/> Flash drive <input type="radio"/> Media Player <input type="radio"/> Other _____					

Exhibitor is responsible for all necessary electrical/internet services needed (provided by facility).

All prices quoted for the duration of the show.

**SEND BOTH PAGES TO
orders-av@shepardav.com**

PAYMENT	
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.	
Signature _____	Date _____

Catherine Bachman
Exhibit Planning Manager
470-939-4778

orders-av@shepardav.com

SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY