

AUDIO VISUAL ORDER FORM

The Consortium's 53rd Annual Orientation Program & Career Forum | June 8 - 12, 2019 | Marriott Marquis Houston | Houston, TX

If you have a special request or need additional equipment, please contact Mike Rossman, w: 813.508.2471 e: mike.rossman@avmediainc.com

**Order by: May 24, 2019 to Receive Advance Pricing*

Projection Packages		Qty	DAILY RATE		Days Used	Total	Customer Information	
			Advanced	On-Site				
Tripod Screen w/ Skirt (5' - 8'), LCD Projector, Skirted Stand			\$350.00	\$420.00			Company:	
Tripod Screen Package Above Including Laptop Computer			\$455.00	\$546.00			Address:	
6' x 10' 8" Screen w/ Dress Kit, LCD Projector, Skirted Stand			\$450.00	\$540.00			City:	
6' x 10' 8" Screen Package Above Including Laptop Computer			\$570.00	\$684.00			State:	
							Zip:	
							Ordered By:	
							Phone Number	
							Email Address	
Video Equipment		Qty	DAILY RATE		Days Used	Total	Ordering Instructions	
			Advanced	On-Site			⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.	
32" Monitor (Optional Floor Stand - Add \$100)			\$250.00	\$300.00			⇒ Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.	
42" Flat Screen Monitor (Optional Floor Stand - Add \$100)			\$400.00	\$480.00			⇒ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery.	
50" Flat Screen Monitor (Optional Floor Stand - Add \$100)			\$500.00	\$600.00			⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.	
60" Flat Screen Monitor (Optional Floor Stand - Add \$100)			\$650.00	\$780.00			⇒ CANCELLATIONS:	
80" Flat Screen Monitor (Optional Floor Stand - Add \$100)			\$800.00	\$960.00			(A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.	
34" Cart w/ Skirt or 54" Cart w/ Skirt (Circle One)			\$25.00	\$30.00			(B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.	
IT Equipment		Qty	DAILY RATE		Days Used	Total		
			Advanced	On-Site				
PC Laptop Computer			\$150.00	\$180.00				
Macbook Pro			\$175.00	\$210.00				
Audio Equipment / Packages		Qty	DAILY RATE		Days Used	Total		
			Advanced	On-Site				
Speaker for PC Computer Audio (Up to 60 ppl max)			\$75.00	\$90.00				
2-Speakers on Stands, Podium Microhne (Up to 100 ppl max)			\$220.00	\$264.00				
2-Speakers on Stands, Wireless Lavalier Mic (Up to 100 ppl max)			\$310.00	\$372.00				
4-Speakers on Stands, Podium Microhne (Up to 200 ppl max)			\$370.00	\$444.00				
4-Speakers on Stands, Wireless Lavalier Mic (Up to 200 ppl max)			\$460.00	\$552.00				
Upgraded Mixer (Required if more than 3 Mics are Ordered)			\$45.00	\$54.00				
* Additional Wired Microphone w/Stand (For above packages)			\$40.00	\$48.00				
* Additional Wireless Microphone (Circle One: Lavalier / Handheld) (For above packages)			\$125.00	\$150.00				
Audio Direct Box (For Music Playback - Phone / MP3 Player, etc.)			\$30.00	\$40.00				
Complete Projection & Audio Packages		Qty	DAILY RATE		Days Used	Total		
			Advanced	On-Site				
Package #1: Screen w/ Skirt (5' - 8'), LCD Projector, Stand, 2 Speakers, Stands and Wireless Microphone			\$600.00	\$720.00				
Package #2: Screen w/ Skirt (5' - 8'), LCD Projector, Stand, 4 Speakers, Stands and Wireless Microphone			\$700.00	\$840.00				
Miscellaneous		Qty	DAILY RATE		Days Used	Total		
			Advanced	On-Site				
Flipchart Package (Include Easel, Paper, Markers)			\$45.00	\$54.00				
Power Strip			\$5.00	\$6.00				
A/C Cable			\$10.00	\$12.00				
Wireless Slide Advancer - Remote			\$25.00	\$30.00				
Laser Pointer			\$25.00	\$30.00				
Totals		PAYMENT IS DUE WHEN ORDER IS PLACED					Delivery Information	
EQUIPMENT TOTAL					\$	Equipment will not be delivered unless a representative is present to sign for order. Thank you.		
DELIVERY, LABOR, SET-UP & TEAR-DOWN EQUIPMENT 21% of Equipment Total or \$75 Minimum (Greater Amount)					\$	On-Site Contact:		
SUBTOTAL					\$	Contact Phone:		
SALES TAX: 7.25%					\$	Meeting Room Name:		
TOTAL DUE					\$	Delivery Date: Time:		
					\$	Pickup Date: Time:		
Method of Payment		PLEASE CHECK ONE					Return for Processing	
Card Number: _____ Exp Date: _____		American Express		<input type="checkbox"/>		AVmedia c/o Mike Rossman 9401 Southridge Park Court Suite 100 Orlando, FL 32819 email: mike.rossman@avmediainc.com phone: 813-508-2471		
Cardholder's Name (as it appears on card): _____		Visa		<input type="checkbox"/>				
Cardholders Signature: _____		MasterCard		<input type="checkbox"/>				
		Other		<input type="checkbox"/>				