

VIDEO EQUIPMENT	Advanced Order		On-Site Order		USED	TOTAL	CUSTOMER INFORMATION
	QTY	COST	QTY	COST			
Miscellaneous Cabling (HDMI, DVI, VGA)		\$25		\$31.25			Event Name:
Wireless Slide Advancer		\$75		\$93.75			Company Name:
Laptop Computer		\$250		\$312.50			Ordered by:
4K Lumen LCD PProjector		\$500		\$625			Phone:
6' Tripod Screen		\$150		\$187.50			Booth #:
34" Rolling Cart with Black Skirt		\$50		\$62.50			NOTES:
Other:							

AUDIO EQUIPMENT	*AO: QTY	*AO: COST	*OSO: QTY	*OSO: COST	DAYS USED	TOTAL	DELIVERY INFORMATION
Wired Microphone		\$60		\$75			On-Site Contact:
Wireless Microphone		\$160		\$200			Location/Room:
Computer Audio Interface		\$50		\$62.50			Delivery Date:
Powered Speaker with Stand		\$150		\$187.50			Pickup Date:
Polycom Speaker Phone		\$300		\$375			Other:
Other:							

COMPUTER DISPLAY EQUIPMENT	*AO: QTY	*AO: COST	*OSO: QTY	*OSO: COST	DAYS USED	TOTAL
22" LCD Stand-Alone Monitor		\$225		\$281.25		
32" LCD Stand-Alone Monitor		\$325		\$406.25		
50" LED Monitor with Speakers & Stand		\$500		\$625		
60" LCD Monitor with Speakers & Stand		\$600		\$750		
Other:						

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.

To guarantee equipment availability and advanced rate, this order form should be submitted no less than **14 days prior** to delivery. Credit card transactions will not be processed until the date of the event. Sales receipts available by request only.

BALLROOM SHOW INTERNET	*AO: QTY	*AO: COST	*OSO: QTY	*OSO: COST	DAYS USED	TOTAL
Basic Wireless Internet Access — Up to 3Mbps		\$30		\$37.50		
Wired Internet Access — Up to 10Mbps		\$150		\$187.50		
1x4 Internet Hub		\$60		\$75		
Custom SSID/VLAN		Inquire		Inquire		
Dedicated Bandwidth		Inquire		Inquire		
Custom Splash Page		Inquire		Inquire		
Other:						

CANCELLATION

A) Cancellation of equipment or services ordered must be received no less than **24-hours prior** to delivery date to avoid a minimum one-day charge for both equipment and labor.

B) If services have already been provided at the time of cancellation, **50% of the original charges** will be billed for.

RENTAL TOTALS	PAYMENT IS DUE WHEN ORDER IS PLACED	
EQUIPMENT TOTAL	1	\$
SERVICE CHARGE (25%)	2	\$
SUBTOTAL	3	\$
SALES TAX (7.75%)	4	\$
TOTAL DUE	5	\$

RETURN FOR PROCESSING
AVMS
500 Hotel Circle South
San Diego, CA 92108
Dale Frye, dfrye@avms.com

METHOD OF PAYMENT	Sales Person:
Master Account:	
Authorized Signature:	
Should you wish to pay by credit card, you will be contacted directly for payment.	
Should you pay by check, it must be received 30-days prior to event.	Date: We do not accept cash