

**VIRGINIA BEACH CONVENTION CENTER
AUDIO VISUAL EQUIPMENT AND SERVICES
EXHIBITOR ORDER FORM**



Exhibitor:		Start Date:	End Date:	# of Event Days:
Company Name:		On Site Contact Name:		Booth/Exhibit #:
Street Address:		City:	State:	Zip:
Telephone Number:		Cell:	Fax:	
Ordered by:		Cardholder Name:		Billing Zip:
Credit card type:	Expiration Date:	CC#:	CV:	
Cardholder's Signature:		Email Address:		
*Credit card information is held for the duration of the event and used for any additional event-related charges incurred by your company's representatives				

PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO 15% MARKUP IF NEEDED WITHIN 24 HOURS

VIDEO/DISPLAY	Price	Days	Qty	ACCESSORIES	Price	Days	Qty	ORDERING INSTRUCTIONS
LCD Projector				Tripod Screen				
Laptop				Projector Stand				
iPad				Mac Adaptor VGA DVI HDMI				
				Booth Uplighting Package				
AUDIO EQUIPMENT	Price	Days	Qty	MONITORS	Price	Days	Qty	<p>DELIVERY INFORMATION</p> <p>On-Site Contact:</p> <p>Delivery Date:</p> <p>Delivery Time: AM PM</p>
Wireless Mic (requires speaker and mixer)				24" Multi Sync (No Floor mount) Table Stand				
Computer Audio (requires speaker & mixer)				43" LCD w/built-in Speaker Floor Stand Table Stand				
8" small Powered Speaker with Stand				55" LCD w/built-in Speaker Floor Stand Table Stand				
Sound System: (2) 12"speakers (2) stands, (1) Mixer, Wired Mic				70" LCD w/built-in Speaker Floor Stand Table Stand				
4-Channel Mixer				<p><i>Need an item that you don't see? Productive AV stocks a large inventory of Audio, Video, and Lighting equipment. We can also supply equipment operators. Please contact our team for a quote.</i></p>				

RENTAL TOTALS			
EQUIPMENT TOTAL (Multiply Price X Days X QTY per each item requested to get total amount)			
SET UP AND TEAR DOWN (22% OF LINE 1 (\$80 Minimum – REQUIRED)			
SUB-TOTAL DUE (A 6% Local Sales Tax will apply to this amount)			
PAYMENT IS DUE WHEN ORDER IS PLACED			

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