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

## SIMPLE RELIABLE SOLUTIONS

| Exhibitor:   |               |              |             |  |                  |  | End Date:      | # of Event Days:  |
|--|---------------|--------------|-------------|--|------------------|--|----------------|---|
| Company Name:  |               |              |             |  |                  | Name:  |                | Booth/Exhibit #:  |
| Street Address:  |               |              |             |  | City:            |  | State:         | Zip:  |
| Telephone Number:  |               |              |             |  | Cell:            |  |                | Fax:  |
| Ordered by:  |               |              |             |  | Cardholder Name: |  |                | Billing Zip:  |
| Credit card type: Expiration Date:   |               |              | te:         |  | CC#:             |  |                | CV:   |
| Cardholder's Signature:  |               |              |             |  | Email Address:   |  |                |   |
| *Credit card inform  | nation is hel | d for the du | ration of t | ne event and used for any addition   | onal event-rel   | ated charges   | incurred by yo | ur company's representatives  |
| PRICES ARE   | FOR EXH       | IBIT FLOO    | or only.    | ALL RENTAL PRICES SUB  | JECT TO 15       | % MARKU  | P IF NEEDEI    | D WITHIN 24 HOURS   |
| VIDEO/DISPLAY  | Price         | Days         | Qty         | ACCESSORIES  | Price            | Days   | Qty            | ORDERING INSTRUCTIONS   |
| LCD Projector  |               |              |             | Tripod Screen  |                  |  |                | To guarantee equipment availability, this order should be submitted 21 days prior to delivery.  |
| Laptop   |               |              |             | Projector Stand  |                  |  |                | Operator labor, if requested, is subject to the<br>prevailing hourly rate with a 4-hour minimum.  |
| iPad   |               |              |             | Mac Adaptor<br>VGA DVI HDMI  |                  |  |                | Please include sales tax in the total amount due.<br>TAX EXEMPT STATUS - If your organization is tax  |
|  |               |              |             | Booth Uplighting Package   |                  |  |                | exempt, submit an exemption certificate<br>applicable to the Commonwealth of Virginia.  |
| AUDIO EQUIPMENT  | Price         | Days         | Qty         | MONITORS   | Price            | Days   | Qty            | Taxes will be applied until such certificate is submitted.  |
| Wireless Mic (requires speaker<br>and mixer)<br>Computer Audio<br>(requires speaker & mixer)<br>8" small Powered Speaker<br>with Stand   |               |              |             | 24" Multi Sync<br>(No Floor mount) Table Stand<br>43" LCD w/built-in Speaker Floor<br>Stand Table Stand<br>55" LCD w/built-in Speaker Floor<br>Stand Table Stand |                  |  |                | CANCELLATIONS:<br>A) Cancellations received within 48 hours of<br>delivery are subject to a 50% fee.<br>B) Cancellations received on the day of delivery<br>are subject to the full amount. This includes 'No-<br>shows'. |
| Sound System: (2) 12"speakers<br>(2) stands, (1) Mixer, Wired Mic  |               |              |             | 70" LCD w/built-in Speaker Floor<br>Stand Table Stand  |                  |  |                | DELIVERY INFORMATION  |
| 4-Channel Mixer  |               |              |             | Need an item that you do<br>large inventory of Audio,<br>We can also supply equip<br>our team for a quote.   | quipment.        | On-Site Contact:<br>Delivery Date:<br>Delivery Time: AM PM |                |   |
| RENTAL TOTALS  |               |              |             |  |                  |  |                | ✓ProductiveAV   |
| 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) |               |              |             |  |                  |  | 1              | SIMPLE RELIABLE SOLUTIONS<br>(757)350-3870<br>1600 Belleville Street<br>Richmond, VA 23230<br>Chan.Howard@ProductiveAV<br>.com  |
| **PAYMENT IS DUE WHEN ORDER IS PLACED**  |               |              |             |  |                  |  |                |   |