



**PALM BEACH COUNTY CONVENTION CENTER**  
 650 Okeechobee Blvd.  
 West Palm Beach, FL. 33401  
 Phone: 561-366-3021  
 Email: exhibitorservices@pbconventioncenter.com



To receive advance rate, orders and full payment must be received 14 days prior to the first scheduled show date.

**AUDIO VISUAL EXHIBITOR SERVICES ORDER FORM**

**Event Name:** \_\_\_\_\_ **Exhibiting Company:** \_\_\_\_\_

**Event Dates:** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Ordered By:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**On-Site Contact:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Return completed form to the email provided above as a PDF.  
 Phone Orders, Faxed forms or Photocopied forms WILL NOT be accepted.**

**ADVANCED PRICING IS VALID WITH FULL PAYMENT RECEIVED 14 CALENDAR DAYS PRIOR TO EVENT MOVE IN.**

Service Descriptions	# of Days	Quantity	Advance Rate <small>(14 - 90 Days)</small>	Standard Rate <small>(3 - 13 Days)</small>	Total
<b>VIDEO EQUIPMENT</b>					
24" Display with Desk Stand			\$ 310	\$ 465	\$
55" Display with Floor Stand			\$ 770	\$ 1,155	\$
NEC Projector 3000 Lumen			\$ 545	\$ 815	\$
8' Tripod Screen with Black Skirt			\$ 105	\$ 160	\$
<b>AUDIO EQUIPMENT</b>					
Wireless Hand-held Microphone			\$ 560	\$ 840	\$
Wireless Lavelier Microphone			\$ 560	\$ 840	\$
Additional Microphone			\$ 205	\$ 325	\$
Computer Audio Patch			\$ 310	\$ 400	\$
Powered Speaker w/Stand			\$ 232	\$ 375	\$
<b>COMPUTER EQUIPMENT</b>					
Windows Laptop			\$ 240	\$ 360	\$
<b>ACCESSORY EQUIPMENT</b>					
Display Easel			\$ 22	\$ 40	\$
34" Skirted Cart			\$ 40	\$ 75	\$
Standard Flipchart (non-stick paper)			\$ 70	\$ 105	\$
<b>PACKAGES</b>					
Meeting Room Projector Package			\$ 765	\$ 1,095	\$
<b>EQUIPMENT SUBTOTAL</b>			\$		
<b>X 20% Service Fee</b>			\$		
<b>SUBTOTAL</b>			\$		
<b>X 7% Sales Tax</b>			\$		
<b>GRAND TOTAL</b>			\$		

**PAYMENT INFORMATION**

**Circle One:** Visa American Express  
 MasterCard

**Credit Card Number:** \_\_\_\_\_

**Expiration Date (MM/YY):** / **Security Code/CVV:** \_\_\_\_\_

**Name on Card (Please Print):** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Authorized Signature\*:** \_\_\_\_\_

**Date:** \_\_\_\_\_

By signing and returning this form, customer agrees to all terms and conditions printed on this form and related documents.  
 The PBCCC reserves the right to correct orders that have been figured incorrectly.  
 Tax rates are subject to change without notice.

**ORDERING INSTRUCTIONS**

**CALCULATIONS:**  
 The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.

**TAX EXEMPT STATUS:**  
 In order to avoid sales taxes, please provide us with a current copy of your tax exempt certificate.

**ADVANCED RATE PRICING:**  
 To guarantee equipment availability & advanced rate pricing, this order should reach us 14 days prior to first day of load in. Floor Rates are not available.

**CANCELLATIONS:**  
 All cancellations must be received in writing, 48 hours prior to proposed day of load in.

**AUDIO TECHNICIAN LABOR FEES:**  
 All prices listed for equipment include labor fees for set & strike.

**\* I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE WEBSITE FOR EXHIBITOR SERVICES PAYMENT TERMS AND CONDITIONS.**