



PALM BEACH COUNTY CONVENTION CENTER

650 Okeechobee Blvd.

West Palm Beach, FL 33401

Phone: 561-366-3021 Fax: 561-366-3023

Email: exhibitorservices@pbconventioncenter.com



To receive advance rate, orders and full payment must be postmarked 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: _____

ORDER ONLINE AT: www.PBConventionCenter.com

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

Service Descriptions	# of Days	Quantity	14 Day Advance Rate	Regular Rate	Total		
VIDEO EQUIPMENT						PAYMENT INFORMATION	
24" Display with Desk Stand			\$ 310	\$ 345	\$	Circle One:	<input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Check
55" Display with Floor Stand			\$ 770	\$ 800	\$	Credit Card Number:	_____
NEC Projector 3000 Lumen			\$ 545	\$ 575	\$	Expiration Date (MM/YY):	____ / ____ Security Code/CVV: _____
8' Tripod Screen with Black Skirt			\$ 95	\$ 115	\$	Name on Card (Please Print):	_____
AUDIO EQUIPMENT						Billing Address:	
Wireless Hand-held Microphone			\$ 560	\$ 600	\$	City:	_____
Wireless Lavelier Microphone			\$ 560	\$ 600	\$	State:	_____ Zip: _____
Additional Microphone			\$ 205	\$ 225	\$	Authorized Signature*:	_____
Computer Audio Patch			\$ 310	\$ 340	\$	Date:	_____
Powered Speaker w/Stand			\$ 232	\$ 282	\$	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.	
COMPUTER EQUIPMENT						ORDERING INSTRUCTIONS	
Windows Laptop			\$ 240	\$ 275	\$	CALCULATIONS:	The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.
ACCESSORY EQUIPMENT						TAX EXEMPT STATUS:	
Display Easel			\$ 22	\$ 28	\$	In order to avoid sales taxes, please provide us with a current copy of your tax exempt certificate.	
34" Skirted Cart			\$ 40	\$ 50	\$	ADVANCED RATE PRICING:	
Standard Flipchart (non-stick paper)			\$ 66	\$ 80	\$	To guarantee equipment availability & advanced rate pricing, this order should reach us 14 days prior to first day of load in.	
PACKAGES						CANCELLATIONS:	
Meeting Room Projector Package			\$ 765	\$ 795	\$	All cancellations must be received in writing, 48 hours prior to proposed day of load in.	
EQUIPMENT SUBTOTAL					\$	AUDIO TECHNICIAN LABOR FEES:	
X 20% Service Fee					\$	All prices listed for equipment include labor fees for set & strike.	
SUBTOTAL					\$		
X 7% Sales Tax					\$		
GRAND TOTAL					\$		

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