



encore

Audio Visual

Return Form To:
650 Okeechobee Blvd.
West Palm Beach, FL. 33401
Attn: Exhibitor Services

Phone: 561-366-3000
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.

Event Name:				Booth #		
Exhibiting Company:			Dates - From:		To:	
Address:			Ordered By:			
City:	State:	Zip Code:	E-Mail:			
Phone:		Cell:	Fax:			
Service Descriptions		Quantity	14 Day Advance Rate	Base Rate	x Number of Days	Total
Computers / Laptops						
Laptop			\$225.00	\$250.00		\$
Monitors / Display						
24" Display with Desk Stand			\$225.00	\$260.00		\$
55" Display with Floor Stand			\$645.00	\$675.00		\$
70" Display with Floor Stand			\$1,060.00	\$1,200.00		\$
Data / Video Projection / Screens						
LCD Projector 3000 Lumen			\$425.00	\$480.00		\$
6' or 8' Tripod Screen with Black Skirt			\$90.00	\$100.00		\$
Audio Equipment						
Wireless Hand-held or Lav. Microphone			\$200.00	\$215.00		\$
Powered Speaker			\$115.00	\$130.00		\$
Accessory Equipment						
Display Easel			\$22.00	\$28.00		\$
Carts: 34"; 42"; 54"			\$30.00	\$40.00		\$
Flip Chart			\$71.00	\$81.00		\$
All AV equipment is subject to cancellation due to high demands. You will be notified of any cancellations.						
Equipment Total						\$
20% Install and Service Fee						\$
Sub Total						\$
7% Sales Tax						\$
TOTAL						\$

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.

Signature: _____ Date: _____

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check Payable To: Palm Beach County Convention Center		
Account No: _____	Exp. Date (MM/YY) _____	Verification Code _____
Cardholder Name (Please Print) _____		
Authorized Signature*: _____		
Credit Card Billing Address: _____		
City/State/Zip: _____		

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCES TO MY CREDIT CARD. SEE REVERSE SIDE FOR PAYMENT TERMS AND CONDITIONS

Palm Beach County Convention Center AV Terms and Conditions

Payment:

The Palm Beach County Convention Center (PBCCC) must receive payment in full with your order at least fourteen (14) days prior to the first scheduled show date. Orders received less than fourteen (14) days in advanced or without full payment will not receive the advanced rate, regardless of date of receipt from Show Management. Unpaid orders will NOT be installed. PBCCC accepts Visa, MasterCard, American Express and Checks.

Any additions or changes to your order, advanced or on-site, require full payment before installation. Long Distance charges or replacement of damaged or missing equipment will be billed upon event conclusion.

Rates and Labor Charges:

1. Listed rates only cover services delivered to each individual location as per the floor plan.
2. Rates do NOT include connecting provided services to equipment.
3. Special placement or relocation of services will incur labor charges.
please contact Exhibitor Services to order special placement of service
4. Late or On-Site orders are not guaranteed by show opening
5. Installation during show hours may require Show Management approval.
6. All Prices are based on current rates and are subject to change without notice.

Installation, Disconnection and use of Service:

1. Orders Paid in Full will be processed and installed in the order in which they were received
2. All equipment provided will remain the property of the PBCCC and shall be disconnected/removed by in-house staff only.
3. Any damaged equipment will be billed directly to the Exhibitor responsible.
4. Rental period is from installation to removal.

Don't see what you need? Call us! Additional products and services are available!

Cancellation Policy:

- If cancelled before installation and more that six (6) days prior to 1st show date = 90% REFUND
- If cancelled before installation but six (6) days or less prior to 1st show date = 50% REFUND
- If cancelled AFTER the service has been installed = NO REFUND!

Legal Notice: The PBCCC is not responsible for damage to personal equipment and/or personal injury due to the misuse of provided services, Any tampering with AV equipment (included, but not limited to) utility floor boxes, cabling, or rented equipment at any time may result in the disconnection of services and/or additional charges. The PBCCC is not responsible for any injuries or damages that may occur as a result improper handling.