



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					
24" Display with Desk Stand			\$ 225	\$ 260	\$
55" Display with Floor Stand			\$ 645	\$ 675	\$
NEC Projector 3000 Lumen			\$ 425	\$ 480	\$
8' Tripod Screen with Black Skirt			\$ 90	\$ 100	\$
AUDIO EQUIPMENT					
Wireless Hand-held Microphone			\$ 200	\$ 215	\$
Wireless Lavelier Microphone			\$ 200	\$ 215	\$
Computer Audio Patch			\$ 105	\$ 160	\$
Powered Speaker w/Stand			\$ 195	\$ 230	\$
COMPUTER EQUIPMENT					
Windows Laptop			\$ 225	\$ 250	\$
ACCESSORY EQUIPMENT					
Display Easel			\$ 22	\$ 28	\$
34" Skirted Cart			\$ 30	\$ 40	\$
Standard Flipchart (non-stick paper)			\$ 60	\$ 71	\$

PAYMENT INFORMATION

Circle One: Visa American Express
 MasterCard Check

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.

EQUIPMENT SUBTOTAL	\$
X 20% Install & Service Fee	\$
SUBTOTAL	\$
X 7% Sales Tax	\$
(\$70/hr) Audio Technician Labor Fees	\$
GRAND TOTAL	\$

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.

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

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