

EXHIBITOR FORM



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PLEASE NOTE:

The equipment selected below is for rental only, not for purchase. Rented items removed from exhibit area will be subject to a replacement fee. The credit card

Customer Name: _____
Company Name: _____
Address: _____
Phone: _____
Fax: _____
E-mail: _____

Delivery Information
On-site Contact Person:
On-site Contact Number:
Booth Number:
Company Name:
Delivery Date & Time:
Pick-up Date & Time:

TERMS
The total charge per item is calculated by multiplying the quantity, by the daily rate, by the number of days to be used. A 21% service charge for the set up and tear down will be added to the equipment total and is subject to Sales Tax. A 3.5% credit card processing fee is calculated off subtotal when paying by credit/debit card.
Returned Payments will be subject to a fee of \$45.00. Invoices past due will be subject to an 18% per annum finance charge (1.5% monthly) for each month invoice is past due.
All services are subject to NM Sales tax unless a New Mexico Non-taxable certificate is provided.
If an Audio Visual Technician is needed in excess of the setup and teardown then hourly rates will apply with a 2 hour minimum.
Exhibitor forms must be received 5 days prior to event to ensure confirmation of equipment.
CANCELLATIONS: All cancellations must be received 48 hours prior to the delivery date or cancellation fee of 50% of Grand Total will apply.
Any cancellation notification received after equipment is in route to be delivered or is already delivered, will be subject to a

Audio Visual Equipment		Price Per Day	Quantity	Days	Total
1/2" VHS Player		\$ 50.00			
DVD Player		\$ 50.00			
Blu-Ray Player		\$ 75.00			
Flipchart Package		\$ 50.00			
LDC Projector (75000 Lumens) Large Screen		\$ 500.00			
LCD Projector (5500 Lumens) Medium Screen		\$ 350.00			
LDC Projector (3000) Lumens Small Screen		\$ 200.00			
CD Player		\$ 50.00			
8'x 8' Tripod Screen		\$ 70.00			
Wireless Microphone Handheld		\$ 100.00			
Wireless Microphone Lavier		\$ 100.00			
Wired Microphone- Standing		\$ 30.00			
Wired Microphone- Podium		\$ 30.00			
4 Channel Mixer		\$ 25.00			
6 Channel Mixer		\$ 35.00			
Powered Speaker with Stand		\$ 85.00			
Sound System Wired (2 powered speakers, 2 stands and 1 wired microphone)		\$ 200.00			
Sound System Wireless (2 powered speakers, 2 stands and 1 wireless microphone)		\$ 225.00			
LED Uplights		\$ 45.00			
Booth Uplighting Package (4 Lights)		\$ 150.00			
Box Truss 10'x12"x12"		\$ 75.00			

Computer Display Equipment		Price Per Day	Quantity	Days	Total
20" Flat Panel Display		\$ 125.00			
32" LCD Display		\$ 175.00			
42" LCD Display		\$ 225.00			
55" LCD Display		\$ 300.00			

Electrical Power Drops		Price Per Day	Quantity	Days	Total
Power for Booth (Extension Cable & Power Strip)		\$ 30.00			
Internet Hardwire Line		\$ 130.00			

Equipment Total	
Setup, Teardown and Delivery Fee (20% of Equipment Total)	
Subtotal	
Sales Tax (7.625%)	
GRAND TOTAL DUE	
Credit Card Processing Fee (3.5%)	

PAYMENT INFORMATION

Name on Card: _____
Billing Address: _____
Credit Card #: _____
Expiration Date: _____
Security Code: _____

PAYMENT TYPE

- ☐ Visa
☐ Master Card
☐ Discover
☐ American Express
☐ PO Number*

Rental Equipment will not be set until payment terms are confirmed. 3.5% Credit Card Processing fee will be added to the grand total when paying with a credit or debit card.

*Purchase Order must be received by our corporate office before equipment will be set.

Signature: _____

By signing above I here agree to the terms noted above and authorize my card to be charged to the items as selected above.