

2012 EXHIBITOR AUDIO VISUAL ORDER FORM



St. Augustine, Florida

If you have a special request or need additional equipment, please email Don Keen - don.keen@iqh.com

AUDIO EQUIPMENT						DAILY RATE		TOTAL	CUSTOMER INFORMATION		
QTY	# of Days	DAILY RATE		Advanced	On Site	\$	-				
Wired Microphone w/floor stand			\$	50.00	\$	60.00	\$	-	Company Name:		
Wireless Microphone (Circle: Handheld or Lavalier or Headset)			\$	175.00	\$	210.00	\$	-			
Small Anchor Sound System (4ch. Mixer, wired mic, 2 speakers)			\$	150.00	\$	180.00	\$	-	Ordered By:		
JBL Sound System Package (4ch. Mixer, 2 speakers w/stand)			\$	250.00	\$	300.00	\$	-	Address:		
Bose Sound System (4ch. Mixer, 2 speakers w/stand)			\$	450.00	\$	540.00	\$	-			
4ch. Mixer			\$	50.00	\$	60.00	\$	-	City / State / Zip:		
Direct Box for IPOD or Laptop Audio			\$	30.00	\$	36.00	\$	-	Phone:		
CD Player			\$	65.00	\$	78.00	\$	-	Fax:		
DISPLAY EQUIPMENT						DAILY RATE		TOTAL	Email Address:		
QTY	# of Days	DAILY RATE		Advanced	On Site	\$	-				
DVD Player			\$	75.00	\$	90.00	\$	-	Orders received within 72 hours of show will be subject to the ON-SITE DAILY RATE		
20" LCD Flat Panel Display (Circle: Table Top or Wall Mount)			\$	175.00	\$	210.00	\$	-			
42" Plasma Display (Circle: Table Top or Wall Mount)			\$	500.00	\$	600.00	\$	-			
50" Plasma Display (Circle: Table Top or Wall Mount)			\$	800.00	\$	960.00	\$	-			
LCD Projector - 3000 Lumens			\$	475.00	\$	570.00	\$	-			
Tripod Screen with Bottom Skirt/Insta-Theater Screen (up to 8')			\$	125.00	\$	150.00	\$	-			
COMPUTERS						DAILY RATE		TOTAL	ORDERING INSTRUCTIONS		
QTY	# of Days	DAILY RATE		Advanced	On Site	\$	-				
Desktop PC w/Microsoft XP and Office 2007			\$	200.00	\$	240.00	\$	-			➡ Payments must be made prior to the start of the show via credit card ➡ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the certificate is valid. ➡ All orders will include a service charge for setup and strike of equipment ➡ To guarantee equipment availability and advanced rate, this order should reach us 10 days prior to delivery. ➡ A fax or email confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please resend and call Don Keen at 904.940.8629 ➡ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum. ➡ CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.
Laptop PC w/Microsoft XP and Office 2007			\$	150.00	\$	180.00	\$	-			
B&W Laser Printer			\$	150.00	\$	180.00	\$	-			
Color Laser Printer(includes first 50 prints. Prints over 50 are \$1 ea)			\$	350.00	\$	420.00	\$	-			
Fax Machine			\$	125.00	\$	150.00	\$	-			
ACCESSORIES						DAILY RATE		TOTAL			
QTY	# of Days	DAILY RATE		Advanced	On Site	\$	-				
34" Rolling Cart or Safelock Stand with Black Drapes			\$	20.00	\$	24.00	\$	-			
Wireless Presentation Remote			\$	50.00	\$	60.00	\$	-			
Flipchart w/markers			\$	50.00	\$	60.00	\$	-			
IT & PHONE COMMUNICATION						DAILY RATE		TOTAL			
QTY	# of Days	DAILY RATE		Advanced	On Site	\$	-				
Wired Internet Access			\$	250.00	\$	300.00	\$	-			
Wireless Internet Access			\$	250.00	\$	300.00	\$	-			
Polycom Speaker Phone			\$	150.00	\$	180.00	\$	-			
House Phone (no outside calls)			\$	40.00	\$	48.00	\$	-			
Analog Phone Line			\$	75.00	\$	90.00	\$	-			
DID Phone Line			\$	150.00	\$	180.00	\$	-			
ELECTRICAL						DAILY RATE		TOTAL			
QTY	# of Days	DAILY RATE		Advanced	On Site	\$	-				
Standard 110volt drop (AC cord w/powerstrip)			\$	25.00	\$	30.00	\$	-			
Dedicated 20amp 120volt circuit			\$	100.00	\$	150.00	\$	-			
For more advance electrical needs please see the electrical order form.											
RENTAL TOTALS						DAILY RATE		TOTAL	DELIVERY INFORMATION		
AV EQUIPMENT TOTAL						1	\$	-	On-Site Contact:		
IT & PHONE COMMUNICATION TOTAL						2	\$	-	On-Site Phone #:		
22% HOTEL SERVICE CHARGE						3	\$	-	Pickup Date / Time:		
SUBTOTAL						4	\$	-			
SALES TAX (6%)						5	\$	-	Booth #:		
TOTAL DUE							\$	-			
METHOD OF PAYMENT						PAYMENT IS DUE WHEN ORDER IS PLACED				RETURN FOR PROCESSING	
Card Number: _____						Exp Date ____ / ____				Attn: Don Keen 500 South Legacy Trail St. Augustine, FL 32092 Phone: 904.940.8649 Fax: 904.940.8676 don.keen@iqh.com	
Cardholder's Name (as appears on card): _____						AMEX <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>					
Cardholders Signature: _____											