




Exhibitor Order Form



COMPANY NAME:

DATE OF EVENT:

ORDER SUBMISSION DATE:

General Audio/Visual Equipment	Qty	Days	Charge Per Day	TOTAL	CUSTOMER INFORMATION			
DVD Player (No Monitor)			\$75	\$0.00	COMPANY NAME: <input type="text"/>	ADDRESS: <input type="text"/>		
19" Flat Screen Monitor			\$175	\$0.00				
LCD Projector Package with 6' Screen			\$600	\$0.00				
32" LCD Display Monitor on cart			\$250	\$0.00				
55" LCD Display Monitor on Stand			\$400	\$0.00				
Laser Pointer			\$50	\$0.00				
Power Strip & Extension Cord			\$30	\$0.00				
Power			\$50	\$0.00				
Computers and Office Equipment							CITY: <input type="text"/>	STATE: <input type="text"/> ZIP: <input type="text"/>
Laptop Computer			\$200	\$0.00				
AV Cart with A/C and 25' VGA			\$75	\$0.00				
Laser Printer - Black & White			\$150	\$0.00				
Wireless Mouse			\$75	\$0.00				
Internet - Hard Line			\$250	\$0.00				
Internet - Wireless			\$10	\$0.00				
Scenic Elements					TELEPHONE: <input type="text"/>	FAX: <input type="text"/>		
Pipe and Drape (9'-13' wide; 10'-16' tall)			\$175	\$0.00				
Custom Orders								
Large Sound Systems	Call for Quote							
Custom Lighting Design	Call for Quote							
LED Displays / Video Walls	Call for Quote							
Rigging	Call for Quote							
Printer/Copier Equipment	Call for Quote							
Equipment Total			\$	-				
Service Charge / Delivery (22% of Total)			\$	-				
Subtotal			\$	-				
Tax (5.6%)			\$	-				
Total Due			\$	-				
					ORDERING INSTRUCTIONS			
					SITE CONTACT <input type="text"/>			
					ON SITE CELL # <input type="text"/>			
					BOOTH # <input type="text"/>			
					NAME OF ROOM <input type="text"/>			
					DELIVERY DATE <input type="text"/>	TIME <input type="text"/>		
					PICKUP DATE <input type="text"/>	TIME <input type="text"/>		
<div>1. Please fill out form (YELLOW boxes only)</div> <div>2. If you are tax exempt, please forward certificate</div> <div>3. If you require a technician to operate equipment, the labor rate (\$75/hr) will apply (4 hr minimum)</div> <div>4. All cancellations within 48 hours, subject to 50% fee</div> <div>5. All cancellations the day of the show are subject to full amount of the order to include delivery and tax</div> <div>6. Price valid for booth events only</div> <div>7. Signed Credit Card Authorization Form must be on file before equipment delivery</div> <div>8. Customer agrees to pay in full for lost, stolen or damaged equipment</div>								
INSTRUCTIONS / PAYMENT					PLEASE RETURN TO:			
<div>1. Please type right into the Exhibitor Form. The form will automatically calculate the Totals.</div> <div>2. To have payment processed, please fill out the Credit Card Authorization Form below. Type into the form, then print it out and sign it.</div>					<div>American Audio Visual Center The Pfister Hotel 424 East Wisconsin Avenue Milwaukee, WI 53202 P: 414-837-2332 F: 414-837-2338</div> <div> 203exhibits@americanavc.com</div>			

Credit Card Authorization



Date of Event Location of Event

Event Name

Company Name

Billing Address

Phone No.

☐ This is the Final Payment

☐ This is a partial payment / deposit due at this time.
Additional payments / charges may be applied due to
additional requests on Equipment or Labor

This letter authorizes American Audio Visual Center, Inc. to charge
our company credit card, or my personal credit card in the amount of \$

The Credit Card Account #

Verification Code Expiration Date
(if Visa or Mastercard) Last 3 digits on back of card

Name as it appears on the card

Card Holders Signature Date

Below for internal use only

Authorization Code