

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

MATS #79-2020

Audio-Visual Meeting Room
Rental Order Form

Discount Deadline Date: Wednesday, March 4, 2020

Cancellation: Cancellation after the deadline will be at 50% of prevailing rate & 100% of prevailing rate if cancelled less than 48-hours before delivery.

Late Requests: Requests after deadline will be filled as available. Additional items requested in room during set-up are not guaranteed delivery prior to event start time.

Delivery of Audio Visual equipment is conducted the day PRIOR to show opening. A Booth Delivery / Pick-up Charge of \$75.00 will be assessed on all Audio Visual Orders. This charge is non-taxable, and is included in the calculations below. Equipment will be removed immediately following final closing of event.

RENTAL AGREEMENT: It is understood and agreed the customer is renting the equipment for a specific period only, and is responsible for its safe return. Customer agrees to be billed for any loss of, or damage to, rented equipment.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Projectors / LED Displays. Includes items like LCD / LED SD (XGA) 3000 Lumen Projector and 40"-90" LED HD Displays.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Screens. Includes items like 6' Tripod Screen, 8' Tripod Screen, and 7.5' x 10' Fast Fold Screen.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Presentation Accessories. Includes items like Wireless Presentation Remote, Wireless Mouse, and Flipchart.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Audio. Includes items like Wired Handheld Microphone, Shure Wireless UHF Microphone, and JBL 10" Powered Speaker.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Laptops & Media Players. Includes items like Lenovo i5 Laptop, Dell i7 Laptop, and HP Laserjet printer.

Onsite Contact:
Cell#:
Requested Delivery Date & Time:

Delivery / Pick-up Charge: \$ 75.00
Subtotal This Form:
Copy this subtotal to the Payment Authorization Form where 6% SALES TAX will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form. Booth Number:

Form fields for Company Name, Street Address, City / State / Zip, Email, Phone, Fax, Print Name, Signature, Date.