

Remit to:



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

MATS #79-2023

Audio-Visual Meeting Room
Rental Order Form

Discount Deadline Date: Wednesday, March 8, 2023

Cancellation: Cancellation after order processing will be at 10% of prevailing rate. Cancellation after delivery will be at 100% of prevailing rate.

Late Request: Requests after deadline will be filled as available.

Delivery of Audio Visual equipment to your meeting room is conducted during your assigned set-up date & time coordinated by Show Management. A Delivery / Pick-up Charge of \$95.00 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. If you have a need for any equipment that is not listed below, please direct your inquiries to the phone number or email listed above.

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, Screens & TV's. Includes items like 4000 Lumen HD Projector, 6000 Lumen HD Projector, 7500 Lumen Short Throw HD Proj., 12000 Lumen HD Projector, Projector Stand w/ Skirt, Screens (6' Tripod, 10' Tripod w/ Skirt, 6' x 8' Fast Fold w/ Skirt, etc.), and Flat Panel Displays & Stands (32" HD Flat Panel LED Display, 40" HD Flat Panel LED Display, etc.).

***** Please specify your video source & connection type:
***** Will your presentation require audio? Circle: Yes or No
***** If yes, item (1844) - Direct Box is required, in addition to either a speaker rental or the house sound patch fee.
***** What is the anticipated size of your audience?
***** What is the room layout style? Please circle style: Theater, Rounds, Conference, Classroom or Custom. If custom, please send copy of layout.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Audio & Accessories. Includes items like Wired Handheld Mic w/Stand, Wireless Microphone, Channel Mixer, Polycom System, Powered Speaker w/ Stand, Blu-Ray Player, Media Player, Wireless Presentation Remote, Flipchart on easel w/markers, Podium.

Onsite Contact: _____
Cell#: _____
Requested Delivery Date & Time: _____
Requested Pick-up Date & Time: _____
Equipment Subtotal per day: \$ _____
Number of days requested: x _____
Total Equipment Rental Cost: \$ _____
Standard Delivery/Pick-up Charge: \$ 95.00
Additional Quoted Labor Charge: \$ _____
Total Cost: \$ _____

***Please note that all orders involving multiple device installation, connection, long cable runs, etc. may be subject to hourly labor charges in addition to the standard delivery & pick-up fee. Once your form is received with your requests, you will be contacted if additional labor charges apply.

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: _____
Company Name _____ Phone _____
Street Address _____ Fax _____
City / State / Zip _____ Print Name _____
Email _____ Signature _____ Date _____