

Remit to:



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

MATS #79-2025

In-Booth Audio-Visual
Rental Order Form - Page 1 of 2

Discount Deadline Date: Wednesday, March 5, 2025
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 is conducted the day PRIOR to show opening. A Booth Delivery / Pick-up Charge of \$150.00 will be assessed on all Audio Visual Orders. This charge is non-taxable, and can be calculated below. Equipment will be removed immediately following final closing of event. If you have a need for any equipment that is not listed below, such as LED Video Walls, Camera Operators, etc., please contact us by phone at the number listed above for availability & quotes.

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.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Video Equipment - All monitors include a table top stand. Items include LED Video Walls, HD Flat Panel LED Displays, Tripod Stands, TV Cart Stands, Dual Pole Stands, TV Wall Mount Brackets, HD/4K Media Player, HDMI Cable, Power Strip w/ AC Extension Cord.

Please specify your video source: Connection type:
If you are planning to provide your content on a USB thumb drive, please email your file to orders@genexpo.com by March 5th and we will provide the thumb drive to allow us to test in advance.
If your video source requires something other than HDMI to hook to our monitors, please specify:

Section: Presentation Equipment. Items include Windows Laptop Computer, Podium w/ Microphone - Wood or Acrylic (circle choice), AV Cart w/Skirt.

Section: Audio Equipment. Items include Small Sound Package, Large Sound Package, Wireless Microphone, Wired Handheld Microphone w/ stand, Computer Audio Patch, Small Audio Mixer, Large Digital Audio Mixer, 12" 1100 watt Speaker w/ Stand.

\*Please total this form on the following In-Booth Audio Visual Order Form, Page 2.

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. Booth Number:
All orders are subject to the terms and conditions as outlined on the payment form.

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

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## In-Booth Audio-Visual Rental Order Form - Page 2 of 2

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QTY	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	EXTENSION
<b>Labor</b>				
____	(1080) AV Labor / Technical Support - 1 hr. minimum, 1/2 hr. increments billed there after .....	\$100.00	\$200.00	_____

All orders are charged the standard delivery & pick-up fee of \$150.00. This fee includes the initial delivery of the requested equipment and one additional "Technical Support Visit" for connection of equipment with your provided content. If technical support is requested to *return* to your booth after the scheduled visit for any reason not pertaining to the equipment rented, additional AV labor charges will apply at the rates listed above. There is a 1-hour minimum AV Labor charge per technician, if you or someone from your company are not present in the booth at the date and time frame of your requested Technical Support Visit below.

Orders received 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 order form is received with your requests, you will be contacted if additional labor charges apply.

If you plan to use content from a USB thumb drive, please email your the file by March 5th and we will provide and prepare the thumb drive to test in advance.

### Technical Support Visit

**Requested Technical Support Visit Date:** \_\_\_\_\_ **2 Hour Time Frame:** \_\_\_\_\_

**Onsite Contact:** \_\_\_\_\_ **Cell#:** \_\_\_\_\_

Every attempt will be made to have a technician at your booth within your requested time frame. Technical support appointment requests are prioritized based on the date the booth order was received. If your requested time frame is not available, a technician will reach out to adjust timing in advance. If you are unable to meet the technician in your booth at your requested time frame, please notify us as soon as possible. There is a 1 hour minimum AV Labor charge per technician, if you or someone from your company are not present in the booth at the date and time frame requested.

**Equipment Subtotal: \$** \_\_\_\_\_  
**Delivery/Set-up/Pick-up Charge: \$** 150.00  
**Total Cost: \$** \_\_\_\_\_

Copy this subtotal to the **Payment Authorization Form** where **6% SALES TAX** will be calculated.

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**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 \_\_\_\_\_