

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

MATS #79-2026

Meeting Room Audio Visual Rental Order Form - Page 1 of 2

Discount Deadline Date: Thursday, March 5, 2026

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 \$150.00 will be assessed on all Audio Visual Orders. This charge is non-taxable, and will be included in your order total. 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 requests have been received, you will be contacted if additional labor charges apply. 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.

QTY	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	EXTENSION
Video Equipment - All LED Displays include a table top stand, HDMI cable & power strip.				
_____ (1805)	32" HD Flat Panel LED Display (Includes	\$145.00	\$196.00	_____
_____ (1836)	55" HD Flat Panel LED Display	\$270.00	\$365.00	_____
_____ (1893)	70" HD Flat Panel LED Display	\$520.00	\$702.00	_____
_____ (1810)	86" HD Flat Panel LED Display	\$820.00	\$1107.00	_____
_____ (1846)	Power Strip w/ AC Extension Cord	\$10.00	\$14.00	_____
_____ (1894)	72" Single Pole Tripod Stand for up to 60" rental LED display	\$65.00	\$88.00	_____
_____ (1895)	72" TV Cart Stand for up to 86" rental LED display	\$150.00	\$203.00	_____
_____ (1835)	72" TV Truss Stand for a 70" or larger rental LED display	\$200.00	\$270.00	_____
_____ (1808)	72" Dual Pole Stand for Exhibitor provided LED display	\$125.00	\$169.00	_____
_____ (1802)	5.62' x 10' Fast Fold Screen w/ Dress Kit	\$275.00	\$371.00	_____
_____ (1821)	7'11" x 14' Fast Fold Screen w/ Dress Kit	\$475.00	\$641.00	_____
_____ (1847)	4000 Lumen HD Projector	\$375.00	\$506.00	_____
_____ (1889)	8000 Lumen HD Projector	\$925.00	\$1249.00	_____
_____ (1830)	12000 Lumen HD Projector	\$1500.00	\$2025.00	_____
_____ (1828)	Tripod Screen w/ Skirt 7'	\$75.00	\$101.00	_____
_____ (1899)	Media Recording	\$50.00	\$68.00	_____
_____ (1899)	Multi Camera Live Switching			Call for quote
_____ (1899)	Single Camera w/ Tripod & Operator			Call for quote

Presentation Equipment

_____ (1820)	Wireless Presentation Remote - Short Distance, under 40'	\$65.00	\$88.00	_____
_____ (1851)	Wireless Presentation Remote - Long Distance, over 40'	\$180.00	\$243.00	_____
_____ (1884)	Windows Laptop Computer	\$200.00	\$270.00	_____
_____ (1801)	Mac Laptop Computer	\$225.00	\$304.00	_____
_____ (1878)	Podium w/ Microphone	\$150.00	\$203.00	_____
_____ (1845)	AV Cart w/ Skirt	\$40.00	\$54.00	_____

Audio Equipment

_____ (1833)	Wireless Microphone, Circle Choice: Handheld or Lavalier	\$150.00	\$203.00	_____
_____ (1841)	Wired Handheld Mic w/ Stand	\$50.00	\$68.00	_____
_____ (1844)	Computer Audio Patch	\$40.00	\$54.00	_____
_____ (1897)	Kentucky Exposition Center's House Sound Patch Fee	\$50.00	\$50.00	_____
_____ (1832)	Small Audio Mixer *Less than 8 channels	\$75.00	\$101.00	_____
_____ (1824)	Large Audio Mixer *More than 8 channels	\$175.00	\$236.00	_____
_____ (1892)	12" 1100 watt Speaker w/ Stand	\$150.00	\$203.00	_____

***Please total this form on the following Meeting Room 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.**
All orders are subject to the terms and conditions as outlined on the payment form.

Room Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

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QTY	DESCRIPTION	DISCOUNT RATE	STANDARD RATE	EXTENSION
Audio Equipment - (Continued from page 1).				
_____	(1899) Wired Intercom System; 4 Belt Packs & Headsets	\$175.00	\$236.00	_____
_____	(1899) Wireless Intercom System; 4 Headsets	\$400.00	\$540.00	_____
Lighting Equipment Packages				
_____	(1899) Stage Wash; 4 Leko Wash Lights	\$625.00	\$844.00	_____
_____	(1899) Uplighting Package - Includes 8 LED par lights	\$600.00	\$810.00	_____
Technical Support Labor				
_____	(1080) AV Labor / Technical Support - 1 hr. minimum, 1/2 hr. increments billed there after	\$105.00	\$210.00	_____

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 room after the initial Set-up & Technical Support Visit for any reason not pertaining to the equipment rented (ie. room layout changes, content changes, etc.), additional AV labor charges will apply. 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 at the rates listed above. If your event timing changes or you are unable to meet the technician in your room for set up at your requested date & time, please notify us as soon as possible. There is a 1-hour minimum AV Labor charge per technician, if you or someone from your team is not present in the room at the date and time provided below.

Event Details

Meeting Room Set-up Date & Start Time: _____ Event Timing: _____

Onsite Contact: _____ Cell#: _____ Dismantle Date & Timing: _____

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.

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. Based on your type of event and equipment requested, our technicians can advise on what option would be best if you are unsure.

What is the anticipated size of your audience & room layout style? _____ Circle style: Theater, Rounds, Conference, Classroom or Custom.

If custom, please send copy of layout.

*For furniture & accessory rentals, please refer to the Standard & Custom Furniture Rental Brochures with Order Forms included in this ESM. Please be sure to check with Show Mgmt. to be sure there are not any furnishings included with the room prior to placing your order.

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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Room Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____