

NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NUMBER
STREET ADDRESS	CITY	STATE/ZIP	DELIVERY DATE
TELEPHONE NUMBER	DELIVERY TIME	PICKUP DATE	PICKUP TIME
EMAIL ADDRESS	ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability, please place orders at least 21 days in advance. All orders placed onsite will receive a 25% markup. Operator Labor, if requested, is subject to prevailing hourly rates with a five-hour minimum. We will reach out to you to confirm payment and an electronic receipt will be emailed to you. Sales tax and facility technology fee will be applied to all orders.

HOTEL WILL CONTACT YOU FOR PAYMENT INFORMATION.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax.

Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. **25% Facility technology fees will be applied to all orders.** Labor charges may apply.

Email completed form to darius.guice@pinnaclelive.com

MONITORS (pricing per day)	PRICE	QTY	TOTAL
60" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$750	___	\$ _____
70" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$875	___	\$ _____
80" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$1000	___	\$ _____

AUDIO EQUIPMENT (pricing per day)	PRICE	QTY	TOTAL
Wireless microphone <input type="checkbox"/> Hand-held <input type="checkbox"/> Lavalier	\$690	___	\$ _____
Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$285	___	\$ _____
Sound system <i>Two speakers, two stands, mixer, wired microphone (up to 20 people)</i>	\$1268	___	\$ _____

ACCESSORIES (pricing per day)	PRICE	QTY	TOTAL
Laptop	\$450	___	\$ _____

LIGHTING (pricing per day)	PRICE	QTY	TOTAL
LED uplight	\$300	___	\$ _____

INTERNET (connections per device per show)	PRICE	QTY	TOTAL
Wired Internet connection	\$580	___	\$ _____
Wireless Internet connection	\$160	___	\$ _____
Dedicated bandwidth	<i>Please contact AVMS for a quote</i>		

BANNER HANGING/RIGGING

All rigging requests should be placed using the Rigging Request Form.

SPECIAL REQUESTS

Please add any items not listed above that you require.

AVMS will not load or allow a service to be loaded beyond 80% of the rated capacity of the service. All power distribution AVMS uses will be UL/ETL listed and will meet or exceed state and local requirements for safe electrical distribution. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of service.

POWER DISTRIBUTION SERVICES (pricing per show)

Exhibitor Power — Ensure your event receives sufficient power to bring your vision to life. Our professional power setup provides all your electrical needs. Our on-site technical specialists will monitor your power use throughout the entire event.

Power — Advanced pricing available 21 days prior to the first day of the show. Prices include labor for in-line booths with power installed at the back of the booth. Prices do not include labor for booth electrical layout. Sales tax and facility technology fees will be applied to all orders.

Please circle power drop required and list quantity. Pricing is per show.

SINGLE-PHASE

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	FLOOR 25%	QTY	TOTAL
120	5	\$140	\$170	\$212		
120	10	\$205	\$260	\$325		
120	20	\$260	\$345	\$431		
208	20	\$440	\$565	\$706		
208	30	\$540	\$710	\$887		
208	60	\$740	\$950	\$1187		

THREE-PHASE

VOLTAGE	CIRCUIT AMPS	ADVANCE PRICE	STANDARD PRICE	FLOOR 25%	QTY	TOTAL
208	20	\$600	\$785	\$981		
208	30	\$770	\$1030	\$1287		
208	60	\$1035	\$1400	\$1750		
208	100	\$1295	\$1785	\$2231		
208	200	\$1910	\$2320	\$2900		
208	400	\$2790	\$3485	\$3833		

MISCELLANEOUS (pricing per day)	PRICE	QTY	TOTAL
Extension cord & power strip	\$42	___	\$ _____
Belkin power charging station	\$60	___	\$ _____

Electrician Rates — Labor is included in pricing above, but additional labor rates will apply for additional support.