



Sound Matters, Inc. dba
AV Matters
 7701 Southland Blvd., Suite 303
 Orlando, FL 32809
 Phone: 813.690.0822
 Email: Di@avmatters.com

EXHIBITOR AUDIO VISUAL ORDER FORM



April 24 - 25, 2019

Gaylord Palms Resort & Convention Center | Orlando, FL

AUDIO EQUIPMENT				SHOW RATE		TOTAL	CUSTOMER INFORMATION
QTY	Advanced	On Site					
Sound System with Powered Speaker/Stand/Mixer	\$ 185.00	\$ 230.00				Firm Name:	
Wireless Microphone (Circle: Handheld or Lavalier or Headset)	\$ 250.00	\$ 325.00					
Wired Microphone (Circle: Handheld or Lavalier)	\$ 65.00	\$ 80.00				Ordered By:	
CD Player	\$ 65.00	\$ 80.00				Address:	
DISPLAY EQUIPMENT				SHOW RATE		TOTAL	City / State / Zip:
QTY	Advanced	On Site					
17" LCD Flat Panel Display (Table Top)	\$ 150.00	\$ 180.00				Phone:	
23" LCD Flat Panel Display (Table Top)	\$ 175.00	\$ 210.00				Fax:	
32" LCD Flat Panel Display (Table Top Only)	\$ 350.00	\$ 420.00				Email Address:	
40"-42" LCD Flat Panel Display (Circle: Table Top or Wall Mount)	\$ 450.00	\$ 540.00				Orders received after April 12, 2019 will be subject to the ON-SITE SHOW RATE	
47" LCD Flat Panel Display (Circle: Table Top or Wall Mount)	\$ 550.00	\$ 660.00					
55" LCD Flat Panel Display (Circle: Table Top or Wall Mount)	\$ 650.00	\$ 780.00					
60" LCD Flat Panel Display (Circle: Table Top or Wall Mount)	\$ 750.00	\$ 900.00					
Dual Pole Chrome Floor Stand for Monitor (Wall Mount Monitors)	\$ 150.00	\$ 180.00					
Shelf for Dual Pole Chrome Floor Stand	\$ 35.00	\$ 45.00					
ORDERING INSTRUCTIONS							
<p>➡ The show rate is the rental rate for the length of the show. The total charge per item is based on the show rate multiplied by the quantity.</p> <p>➡ Please include applicable Sales Tax on the subtotal amount. 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.</p> <p>➡ All orders must include Delivery/Setup/Pickup fee. Please multiply the Equipment Total (Line #1) by 24% - if the % amount is lower than \$125 then add \$125 on line #2.</p> <p>➡ To guarantee equipment availability, this order should reach us 10 days prior to delivery.</p> <p>➡ A fax or email confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please resend and call Diana Hagemann at 813.690.0822.</p> <p>➡ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.</p> <p>➡ CANCELLATIONS:</p> <p>A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.</p> <p>B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.</p>							
For Proper Cabling Please Note Display Output (VGA, HDMI, DisplayPort, etc.):							
COMPUTERS				SHOW RATE		TOTAL	
QTY	Advanced	On Site					
PC Laptop	\$ 350.00	\$ 440.00					
Macbook Pro	\$ 500.00	\$ 625.00					
Black & White Printer	\$ 250.00	\$ 325.00					
Multi Media Speakers - Pair	\$ 35.00	\$ 45.00					
ACCESSORIES				SHOW RATE		TOTAL	
QTY	Advanced	On Site					
Dual Pole Chrome Floor Stand for Monitor	\$ 150.00	\$ 190.00					
Rolling Cart with Black Drape	\$ 50.00	\$ 65.00					
PowerPoint Remote	\$ 50.00	\$ 65.00					
VGA or HDMI Cable 25' or 50' (without Display Rental)	\$ 25.00	\$ 30.00					
OTHER				SHOW RATE		TOTAL	
QTY	Advanced	On Site					
ADDITIONAL REQUESTS							
We offer a wide range of AUDIO, LIGHTING, VIDEO and PRODUCTION SERVICES, please call or email Diana at 813.690.0822 or di@avmatters.com for information & pricing.							
RENTAL TOTALS				PAYMENT IS DUE WHEN ORDER IS PLACED		DELIVERY INFORMATION	
EQUIPMENT TOTAL			1			On-Site Contact:	
DELIVERY/SETUP/PICKUP (24% of line 1 or \$125.00 minimum, whichever is GREATER)			2			On-Site Phone #:	
SUBTOTAL			3			Delivery Date / Time:	
SALES TAX			4	N/A		Pickup Date / Time:	
TOTAL DUE						Booth #:	
METHOD OF PAYMENT						RETURN FOR PROCESSING	
Card Number: _____ Exp Date ____ / ____						AV Matters Attn: Diana Hagemann 7701 Southland Blvd., Suite 303 Orlando, FL 32809 Phone: 813.690.0822 Fax: 407-855-1969 Email: di@avmatters.com	
Cardholder's Name (as appears on card): _____				CVC # _____			
Billing Address: _____				AMEX <input type="checkbox"/>			
City, ST, Zip Code: _____				Visa <input type="checkbox"/>			
Cardholders Signature: _____				MasterCard <input type="checkbox"/>			