



221 S. 4th St, Louisville, KY 40202



## Exhibitor AV Order Form

Video Equipment	Advance Show	Expo Rate < 14 days before	Floor Rate < 3 days before	Item Quantity	Subtotal
32" Flat Panel Monitor 16:9 ratio XGA	\$250	\$300	\$350		
43" Flat Panel Monitor 16:9 ratio XGA	\$350	\$400	\$450		
55" Flat Panel Monitor 16:9 ratio XGA	\$450	\$500	\$550		
65" Flat Panel Monitor 16:9 ratio XGA	\$550	\$600	\$650		
85" Flat Panel Monitor 16:9 ratio XGA	\$650	\$700	\$750		
Media Player with USB or SD Card Reader	\$60	\$80	\$90		
Monitor Pole Stand with Shelf	\$115	\$150	\$185		
Monitor Pole Stand without Shelf	\$100	\$125	\$150		
Monitor Wall Mount	\$50	\$75	\$100		
<b>Audio Equipment</b>					
Two Speaker Sound System (two 8" speakers and stands)	\$200	\$260	\$285		
Two Speaker Sound System with Wired Microphone	\$225	\$290	\$315		
Two Speaker Sound System with Wireless Microphone	\$300	\$390	\$415		
Additional Wireless Mic	\$150	\$195	\$220		
Laptop/Media Player Audio Adapter	\$35	\$45	\$50		
<b>Computer Equipment</b>					
21.5" LCD Flat Panel Monitor	\$125	\$175	\$225		
24" LCD Flat Panel Monitor	\$175	\$225	\$275		
27" LCD Flat Panel Monitor	\$225	\$275	\$325		
Notebook: Corei5, Win7, 4gb Ram, 15.6" Display	\$175	\$225	\$275		
Laser Printer (black & white)	\$225	\$275	\$325		
<b>Presentation Equipment</b>					
Presentation Easel	\$15	\$20	\$25		
Flipchart Easel with Markers	\$30	\$40	\$45		
34" Skirted AV Chart w/ Power Strip	\$30	\$40	\$45		
Wireless Presenter Mouse w/ built-in Laser Pointer	\$30	\$40	\$45		

**Payment and Cancellation Notification Policy** (*notification must be submitted by email ONLY*):

- Full payment is required prior to delivery of equipment and services.
- 25% charge on all cancellations within 72-hours notice by email prior to 12 a.m. of delivery date.
- 50% charge on all cancellations within 48-hours notice by email prior to 12 a.m. of delivery date.
- 100% charge on all cancellations after 12 a.m. of delivery date
- Onsite cancellations will not be refunded.

- This form is a small sample of commonly ordered exhibit AV rentals, please contact us directly for additional equipment options.
- Tax will be charged on all orders without a valid tax exempt form.
- A 20% service charge will apply to all orders.
- When this form is complete, we will email a formal quote with a secure payment link.
- Booth representative must be present in booth when equipment is delivered.
- If payment is not completed prior to delivery time, equipment will not be delivered.
- Client is required to supply all adapters for laptops or tablets without an HDMI port.
- AV mounting to booths must be contracted through decorator/booth construction company.

<b>Subtotal</b>		
<b>Set Up/ Delivery Labor</b>		\$150.00
<b>Ky Venues Service Charge</b>	20%	
<b>Kentucky Sales Tax</b>	6%	
<b>TOTAL</b>		\$

**For questions, contact us at:**

[KICC@prestigeav.com](mailto:KICC@prestigeav.com) or 502.709.0172