



# Audio Visual Order Form

Orange County Convention Center, Orlando Florida  
November 1 - 4, 2022

Reach our Service Department: (407) 545-7499 or Email at:  
[icw@AVmediainc.com](mailto:icw@AVmediainc.com)



Company Name

On-Site Contact Name

Company Address

Phone Number

City State Zip Code

E-mail

Set-Up Date:	Room/Location:		
Time Ranges:	8am-11am	12pm-3pm	3pm-6pm

Teardown Date: Time:

Description	EQUIPMENT	Qty	Rate	Total		
8' x 8' Skirted Tripod Screen			\$100.00	\$0.00		
6' x 8' Fast Fold Screen with Dress kit			\$200.00	\$0.00		
NEC NP-M353WS 3500 Lumen Short Throw Projector			\$150.00	\$0.00		
Christie DWU550-G 5.5K DLP HD Projector			\$350.00	\$0.00		
Da-Lite 17x25 Deluxe Projector Stand - DLX-425			\$25.00	\$0.00		
42" LED HDTV - 1080P Monitor			\$175.00	\$0.00		
50" LED HDTV - 1080P Monitor			\$225.00	\$0.00		
55" LED UHDTV - 4K Monitor			\$300.00	\$0.00		
Dual Post Monitor Floor Stand Monitor (Not Rented Separately W/O AVmedia Monitor Rental)			\$50.00	\$0.00		
Audio Package - 2 - Powered speakers on floor stands, 1 - 8 Channel Audio Mixer			\$225.00	\$0.00		
8" Powered Speaker w/Floor Stand			\$75.00	\$0.00		
12" Powered Speaker w/Floor Stand			\$100.00	\$0.00		
Wireless Microphone - Handheld or Lavalier			\$125.00	\$0.00		
Lenovo Laptop Core i5, 16GB			\$150.00	\$0.00		
Lenovo Laptop Core i7, 16GB			\$200.00	\$0.00		
Dsan Laptop Sound Port LSP-2			\$15.00	\$0.00		
Logitech Wireless Presenter Remote			\$20.00	\$0.00		
Other/Special Requirements - Please call 407-466-2467 for custom quote -				\$0.00		
<b>Sub-Total Equipment:</b>				\$0.00		
<b>ESTIMATED LABOR</b>						
<b>Labor Needs</b> (Minimum of 2 Hours) 1 For Set-Up, 1 For Strike		# Techs	Hrs In	Hrs Out	Total Hrs	
Technician Labor Minimum @ \$150/Hour		1	1	1	2	\$300.00
<b>Sub-Total (Equipment/Labor)</b>						\$300.00
Local State Taxes (Where Applicable)			Tax %	0%	\$	\$0.00
<b>Total</b>						<b>\$300.00</b>

All rates listed are per show. Labor is not included. Labor will be determined upon consultation.  
Additional equipment/accessories available upon request. Please contact us for a consultation for your specific needs.

EMAIL US: [icw@AVmediainc.com](mailto:icw@AVmediainc.com)

Show rates are subject to a 30% late order increase, if payment is not received by: **October 24, 2022**

Please Fax Completed AV Form to (407) 264-8702 or Mail checks to: AVmedia, Inc. 9401 Southridge Park Ct., Suite 100, Orlando, FL 32819

- All payments must be made in advance in U.S. Funds -

- Electrical Services are not included in equipment pricing -

- A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made -

An AVmedia representative will contact you to determine your specific labor needs.

## TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between AVmedia and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH AVmedia.

### Cancellation Policy:

Cancellation of equipment rental and services must be received a minimum of 7 days prior to the show opening to avoid a minimum one day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and minimum one day charge on equipment will be applied.

### Terms and Conditions:

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of AVmedia except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to AVmedia's property. Exhibitor will notify AVmedia immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond AVmedia's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. AVmedia will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the AVmedia Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, AVmedia requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, AVmedia requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by AVmedia shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA. In the event of any dispute between the Exhibitor and AVmedia relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to AVmedia for its services, as an offset against the amount of any alleged loss or damage. AVmedia reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that AVmedia may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, AVmedia hereby provides notice that it reserves the right, and Exhibitor authorizes AVmedia, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in AVmedia's possession to the extent of any outstanding obligations owed to AVmedia by Exhibitor

**LABOR UNDER SUPERVISION OF EXHIBITOR:** Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through AVmedia in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with AVmedia's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of

Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend AVmedia from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by AVmedia but supervised by Exhibitor. Further, the Exhibitor's indemnification of AVmedia includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by AVmedia to work in a manner that violates any of the above rules, regulations, and/or ordinances.

**Please Email To: [Exhibits@AVmediainc.com](mailto:Exhibits@AVmediainc.com) or Fax Completed Form To: (407) 264-8702**

Mail checks to: AVmedia, Inc. 9401 Southridge Park Ct., Suite 100, Orlando, FL 32819

- CHECKS MUST BE RECEIVED BY: [OCTOBER 24, 2022](#) TO AVOID LATE ORDER PREMIUM -

## PAYMENT PROCEDURE

**Signature:**

**CLICK and Send: [icw@AVmediainc.com](mailto:icw@AVmediainc.com)**

Your signature denotes acceptance of the quoted price and the terms and condition. Once your order has been processed, you will receive your order confirmation and and secure Credit Card payment authorization/payment instructions email from: [AVmedia.Incinvoice@authorize.net](mailto:AVmedia.Incinvoice@authorize.net)