

# AUDIO/VIDEO/LIGHTING ORDER FORM **SAMPLE**

<<SHOW NAME>>  
 <<SHOW LOCATION>>  
 Halls B/C  
 <<SHOW DATE>>

Discount Deadline Date  
 <<DATE>>  
 All orders are governed by the  
 NCS Payment Policy and the  
 Limits of Liability and Responsibility



[www.ncsevents.com](http://www.ncsevents.com)

**RETURN TO:** National Convention Services, 145 West 30<sup>th</sup> Street 2 Fl. New York, NY 10001 Phone (212) 947-8255. Fax (212) 947-8006

COMPANY NAME	ADDRESS	BOOTH NUMBER
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AUTHORIZED CONTACT SIGNATURE AUTHORIZED CONTACT (PLEASE PRINT)	DATE
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**X**

## AUDIO

	QTY	ADVANCE	ON-SITE	Total Advance
CD Player		\$ 75.00	\$ 112.50	
Wired Microphone- Handheld		\$ 50.00	\$ 75.00	
Wired Microphone- Lavalier		\$ 65.00	\$ 97.50	
Wireless Microphone - Handheld		\$ 230.00	\$ 345.00	
Wireless Microphone - Lavalier		\$ 230.00	\$ 345.00	
Wireless Microphone - Headset		\$ 245.00	\$ 367.50	
Individual Powered Speakers (up to 6 people)		\$ 70.00	\$ 105.00	
Small Sound System ( 10- 20 people)		\$ 150.00	\$ 225.00	
Medium Sound System ( 20 -35 people)		\$ 175.00	\$ 262.50	

## VIDEO

	QTY	ADVANCE	ON-SITE	Total Advance
1/2" VHS Player w/ end of tape repeat		\$ 85.00	\$ 127.50	
DVD Player		\$ 115.00	\$ 172.50	
PC Laptop w/ PowerPoint		\$ 175.00	\$ 262.50	
20" LCD Flat Panel Video Monitor		\$ 300.00	\$ 450.00	
27" LCD Flat Panel Video Monitor		\$ 350.00	\$ 525.00	
37" LCD Flat Panel Video Monitor		\$ 600.00	\$ 900.00	
42" Plasma Flat Panel Video Monitor		\$ 850.00	\$ 1,275.00	
50" Plasma Flat Panel Video Monitor		\$ 1,100.00	\$ 1,650.00	
61" Plasma Flat Panel Video Monitor		\$ 1,500.00	\$ 2,250.00	
Floor Stand ( for 37", 42",50" & 60" Screens)		\$ 125.00	\$ 187.50	

## LIGHTING

	QTY	ADVANCE	ON-SITE	Total Advance
2 light kit - 575 watt flood fixtures		\$ 225.00	\$ 337.50	
4 light kit - 575 watt flood fixtures		\$ 405.00	\$ 607.50	
Banner/Backdrop Lighting (10' x 6')		\$ 275.00	\$ 412.50	

*Additional Audio/Video/Lighting packages available upon request.	EQUIPMENT TOTAL:			\$
	Sales Tax on Equipment:		5.00%	\$
	TOTAL With Sales Tax:		\$	

- \* Not all items will be available onsite, please order early.
- \* Any labor required for setup and dismantle will be charged at the prevailing rate. Please order with Labor form.
- \* Power is not included with equipment, please order on Electrical Order Form
- \* Please include a payment/credit card form with your order

All Charges for rental items include delivery to booth and removal at close of show. A finance charge of 1/2% per month (18% per annum) will be added to all charges not paid within 10 days of invoice date.