

Event Name: \_\_\_\_\_ Event Contact: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

*Pricing below does not include tax, service charge, or necessary setup and removal labor costs.*

VIDEO EQUIPMENT	QTY	COST	QTY	COST	DAYS	TOTAL	CONTACT INFORMATION
Laptop computer		\$240		\$300			Address:
4k Lumen LCD projector 16:9 ratio package		\$670		\$837.50			
6' Tripod screen		\$75		\$93.75			City:
8' Tripod screen		\$75		\$93.75			State:
Velour drape (per panel)		\$180		\$225			Zip:
Flipchart		\$90		\$112.50			Ordered by:
Other:							Phone:
							Fax:

AUDIO EQUIPMENT	*AN: QTY	*AN: COST	*OSN: QTY	*OSN: COST	USED	TOTAL
Wired mic/hand-held (sound system required)		\$60		\$75		
Wireless mic: hand-held or lavalier (circle one)		\$200		\$250		
Two speaker sound system		\$250		\$312.50		
Other:						
Other:						

INTERNET ACCESS	*AN: QTY	*AN: COST	*OSN: QTY	*OSN: COST	USED	TOTAL
Wired internet access (per line/day)		\$150		\$187.50		
Dedicated bandwidth/custom SSID		Inquire		Inquire		
Group internet access		\$50		\$75		

COMPUTER DISPLAY EQUIPMENT	*AN: QTY	*AN: COST	*OSN: QTY	*OSN: COST	USED	TOTAL
22" LCD stand-alone monitor		\$150		\$187.50		
60" LCD monitor with speakers & stand		\$600		\$750		

ELECTRICAL	*AN: QTY	*AN: COST	*OSN: QTY	*OSN: COST	USED	TOTAL
Individual power request — basic extension cord & powerstrip		\$50		\$75		
Power drop — 100 amp service		Inquire		Inquire		

**ORDERING INSTRUCTIONS**  
The total charge per item is determined by multiplying the quantity by the daily rate and, then by the number of days used.

Please include applicable sales tax on equipment rental. **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.

To guarantee equipment availability and advanced rate, this order form should be submitted no less than 14 days prior to delivery. Operator labor, if requested, is subject to prevailing hourly rate with a five-hour minimum labor charge.

**CANCELLATION**  
A) Cancellation of equipment or services ordered must be received no less than 48 hours prior to delivery date to avoid a minimum one-day charge for both equipment and labor.

B) If services have already been provided at the time of cancellation, 75% of the originally agreed upon charges will be applied and billed for.

METHOD OF PAYMENT	BILL TO MASTER ACCOUNT	RETURN FOR PROCESSING
Card Number	CCV:	American Express
	EXP:	Visa
Cardholder's Names (as it appears on card)		MasterCard
		Check
Signature:		<b>We do not accept cash</b>
		Paradise Point Resort & Spa AVMS
		1404 Vacation Road
		San Diego, CA 92109
		<b>fgravino@avms.com</b>

DELIVERY INFORMATION	Date & Time:
Location:	Pickup:
Room #:	Booth#:

\*AN = Advanced Notice OSN = On-Site Notice