



5931 West Campus Circle Drive
 Irving, Texas 75063
 Phone: (972) 751-9400
 Fax: (972) 751-9500
 www.packexpoeast.com



March 3-5, 2020
 Pennsylvania Convention Center
 Philadelphia, PA USA

Audio Visual/ Computer Information

Discount Deadline:
 January 27, 2020
 (excludes labor)

AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS) TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

- a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
- b. For services and equipment not listed on the Service Order Form, please call PACK EXPO Services at (972) 751-9400 or e-mail pack.east@packexposervices.com.
- c. Completed Service Order Forms should be submitted to PACK EXPO Services.

2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **PACK EXPO Services (PES)**, and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
- b. **A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.**
- c. Cancellation of services must be received by PES 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- d. It is the Customer's responsibility to advise PES of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- e. Claims regarding services provided by PES should be filed by Exhibitor onsite.
- f. Requests for refunds of overpayments must be submitted to PES within 30 days of receipt of the final invoice.
- g. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- h. For companies exempt from sales tax, PES requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

- a. A representative of Customer must be present to sign for delivery of equipment.
- b. All materials and equipment furnished by PES and/or its sub-contractors shall remain the property of PES and/or its sub-contractors.
- c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PES safety standards.
- d. **All equipment is subject to inspection and approval by PES prior to connection to service.**
- e. It is understood and agreed that Customer is renting PES's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PES in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PES of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PES in each instance. Services provided may not be shared by multiple exhibits.
- f. Installation services for advance orders will be completed according to the schedule determined by PES. On-site orders will be processed in the order that they are received at the PES Service Desk.
- g. PES will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PES. PES will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____

Date: _____

Company Name: _____

Booth No: _____



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ALL PRICING IS FOR THE LENGTH OF THE SHOW.

Audio Visual and Computer Rental Packages

Audio Visual/Computer Rental

**Discount Deadline:
 January 27, 2020
 (excludes labor)**

No equipment will be left in unattended booths. Delivery of equipment to your booth will begin on Friday, February 28, 2020. Failure to receive equipment at scheduled time will result in an additional delivery charge.

Please select date of delivery: Friday, Feb. 28 Saturday, Feb. 29 Sunday, Mar. 1 Monday, Mar. 2
 Please select time of delivery: 8:00 am - 10:00 am 10:00 am - 12:00 Noon 1:00 pm - 3:00 pm 3:00 pm - 5:00 pm

Does your monitor require audio? Yes No

Onsite Contact: _____ Cell Phone # _____

Please refer to full terms and conditions on Form 23a.

		Quantity	Advanced Show Rate	Standard Show Rate	Total
1 Presentation Equipment	6' Tripod Screen	X	\$ 82.50	\$ 117.86	=
	8' Tripod Screen	X	\$ 124.30	\$ 177.57	=
	Projection Video Cart w/ Drape (Select 32" _____ or 54" _____)	X	\$ 69.30	\$ 99.00	=
	Flipchart w/ Markers and Pad	X	\$ 82.50	\$ 117.86	=

2 LCD Flat Panel Displays	20" LCD Flat Panel Monitor (Data ONLY, not wall mountable)	X	\$ 129.80	\$ 185.43	=
	24" LCD Flat Panel Display (Data & Video)	X	\$ 412.50	\$ 589.29	=
	32" HD Flat Panel Display (Data & Video)	X	\$ 550.00	\$ 785.71	=
	40" HD Flat Panel Display (Data & Video)	X	\$ 825.00	\$1,178.57	=
	52" HD Flat Panel Display (Data & Video)	X	\$1,375.00	\$1,964.29	=
	60" HD Flat Panel Display (Data & Video)	X	\$1,787.50	\$2,553.57	=
	Floor Stand _____ or Table Top Stand _____	X	\$ 137.50	\$ 196.43	=
Wall Mounting	X	Please call for quote.		=	

Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full-time employee of the booth.

NOTE: Wall mounting or complex sets will incur additional labor charges.

If required to mount a monitor above 5' from the floor, additional labor will be applied. PES is **NOT** responsible for attaching the hardware to the structure. Please insure the hardware is attached to the structure **PRIOR** to your installation.

Labor Rates:

Overtime labor rates will be charged after 4:30 pm daily and all day Saturday. Double Time labor rates will be charged after 8:30 pm daily, and all day Sunday.

ST - \$189.75/ hr. OT - \$280.50/ hr. DT - \$371.30/ hr.

Cancellation Policy: All cancellations must be submitted in writing. Cancellations received on or after February 21, 2020 are subject to a charge of 50% of the order total. Cancellations received after February 26, 2020 will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Equipment Subtotal _____
Please list all AV equipment/sources you will be bringing to the show:	Taxes & Fees Multiplied by 8% _____
	28% Service Charge (includes delivery, install and dismantle) _____
	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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		Qty	Advanced Show Rate	Standard Show Rate	Total
3 LCD Projectors	4,500 Lumen LCD Projector	X	\$ 825.00	\$1,178.57	=
4 Laptop Computer	Laptop Computer w/ MS Office	X	\$ 344.30	\$ 491.86	=
5 Audio/ Video Equipment	160 Watt Self Powered Full Range Speaker w/ Stand	X	\$ 179.30	\$ 256.14	=
	300 Watt Self Powered Full Range Speaker w/ Stand	X	\$ 234.30	\$ 334.71	=
	Dynamic Microphone Floor Stand _____ or Podium _____ or Table Top _____	X	\$ 96.80	\$ 138.29	=
	Wireless Microphone Handheld _____ or Lavalier _____ or Headset _____	X	\$ 316.80	\$ 452.57	=
	DVD Player (single disk)	X	\$ 179.30	\$ 256.14	=
	Blu-Ray Player	X	\$ 275.00	\$ 392.86	=

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Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____