



## Exhibitor Audio Visual Order Form

Prices are for Duration of Show

Please Print Clearly

\*For meeting room orders call Corey Smith 502-815-6607\*

EVENT NAME: \_\_\_\_\_








VENUE: \_\_\_\_\_

KICC or KEC

START DATE: \_\_\_\_\_

END DATE: \_\_\_\_\_

FOR DISCOUNT PRICE, ORDER MUST BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO EVENT SHOW DATE

	Qty	Flat Panel Displays, Screens & Accessories:	DISCOUNT RATE	STANDARD RATE	Extended Totals
		19" Flat Panel Display NO Speakers	\$ 100.00	\$ 125.00	\$
		23" Flat Panel Display NO Speakers	\$ 150.00	\$ 187.50	\$
		32" Flat Panel Display	\$ 300.00	\$ 375.00	\$
		42" Flat Panel Display	\$ 500.00	\$ 625.00	\$
		50" Flat Panel Display	\$ 700.00	\$ 875.00	\$
		70" Flat Panel Display	\$ 1,000.00	\$ 1,250.00	\$
		Dual Post Stand for Flat Panel Display	\$ 150.00	\$ 187.50	\$
		Shelf for Dual Post Stand	\$ 35.00	\$ 50.00	\$
		Tripod Screen (6'X6') or (8'X8') w/ skirt (Please Circle One)	\$ 75.00	\$ 93.75	\$
	Computers				
		Desktop computer - 19" Display: Core2 DUO / 4GB DDR2 / 80GB HDD / WIN 7 PRO / OFFICE 2010	\$ 200.00	\$ 250.00	\$
		Laptop computer - 15" Display Pi3 2.4GHz / 2GB RAM / 320GB HD / WIN 7 PRO / OFFICE 2010	\$ 200.00	\$ 250.00	\$
	Projectors				
		4200 Lumen HD Projector	\$ 500.00	\$ 625.00	\$
	Miscellaneous A/V				
		DVD or Blu-Ray Player (Please Circle One)	\$ 70.00	\$ 87.50	\$
		Wireless Presenter Remote for PC/Laptop	\$ 40.00	\$ 50.00	\$
		Standing Lectern	\$ 150.00	\$ 187.50	\$
		36" Rolling AV Cart w/skirt	\$ 40.00	\$ 50.00	\$
		48" Rolling AV Cart w/skirt	\$ 50.00	\$ 62.50	\$
		Flipchart w/markers	\$ 60.00	\$ 75.00	\$
		"A" Frame Easel	\$ 20.00	\$ 25.00	\$
	Audio Equipment				
 		Small PA System (2-8" Speakers on stands+wired mic)	\$ 275.00	\$ 343.75	\$
		Larger PA System (2-12" Speakers on stands+ wired mic)	\$ 380.00	\$ 475.00	\$
		Wired handheld microphone	\$ 60.00	\$ 75.00	\$
		Wireless microphone (lavalier or handheld)	\$ 240.00	\$ 300.00	\$
		Powered 8" Speaker on stand	\$ 110.00	\$ 137.50	\$
		CD Player	\$ 50.00	\$ 62.50	\$

Fax Orders to 502-815-6601 or, Email to csmith@smartcity.com

For any questions please call 502-815-6607

Ordered By: _____	Equipment Total	\$ _____
Company: _____	Sales Tax (6% of Equip. Total)	\$ _____
Address: _____	Labor (20% of Equip. Total)	\$ _____
City/State/Zip: _____	Total Due **	\$ _____

**\*\*Payment in full is required to reserve equipment.**

**When your order is processed, you will receive an email with a link to the Smart City Networks Payment Portal.**

Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*Signature: \_\_\_\_\_

\* With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the the Audio/Visual Terms and Conditions (see below).

Email Invoice to: \_\_\_\_\_

Booth Name & # \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Additional Info: \_\_\_\_\_

Smart City is the preferred AV provider for:



KENTUCKY EXPOSITION CENTER



KENTUCKY INTERNATIONAL CONVENTION CENTER

# Smart City AUDIO/VISUAL EXHIBITOR SERVICE AGREEMENT

## GENERAL TERMS AND CONDITIONS OF RENTAL OR SALE

**HOURS OF OPERATION:** Our AV office hours are 8am - 5pm Monday through Friday with emergency hotline available. Our offices are closed New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

**24-HOUR SERVICE:** A technician is on call 24-hours to serve our customers. Our AV Emergency Tech number is on our voice mail recording and may be issued to clients, as necessary, to ensure the comfort level they require. Services required on short notice may be subject to minimum labor charges and equipment substitution based on availability.

**LABOR POLICY:** Overtime (1.5x) rates are charged Monday through Friday before 8am and after 5pm, weekends, and holidays. Hourly Rate Daily Scale: After 10 hours worked, hourly rates increase (1.5x). After 12 hours worked, hourly rates increase (2.0x). Day rates are billed at a 10 hour rate. After 10 hours worked in one day, labor rates are calculated hourly at an increased rate (1.5x). After 12 hours worked, the hourly rate increases (2.0x). Labor is calculated in hour and half-hour increments only. Weekend labor requests are subject to a 4 hour minimum call.

**PRICING:** Quoted rates may not include tax or variable expenses such as shipping, delivery or labor charges. The customer agrees to pay Smart City for the total charges.

**PAYMENT:** All orders are to be paid in ADVANCE. If not paid within these terms, customer agrees that the invoice shall be subject to interest from the due date: and if not paid, customer agrees to pay all of Smart City's cost of collection, including attorney's fees. Acceptable forms of payment are company check, ACH, Wire Transfer, MasterCard, Visa or American Express. The customer agrees to pay a service charge of \$50.00 applied to each returned check accepted for payment by Smart City.

EXCEPT AS EXPRESSLY PROVIDED, THERE IS NO WARRANTY OF GUARANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE; OR ANY OTHER KIND, EXPRESSED OR IMPLIED, WITH RESPECT TO THE SERVICES PERFORMED OR EQUIPMENT PROVIDED BY SMART CITY.

## RENTAL TERMS AND CONDITIONS

**RESPONSIBILITY:** The customer accepts full financial responsibility for rental items and accessory items from the time of receipt or delivery until the time of return to Smart City personnel. The customer has inspected and has found all equipment delivered under this agreement to be in good condition and working order. The customer agrees to return said equipment to Smart City in the same good conditional and working order as upon delivery. Customer agrees to immediately notify Smart City of any and all problems or concerns; or will accept all financial responsibility for the equipment in their possession. Smart City will use reasonable efforts to assist Customer in complying with its corporate policies as furnished to Smart City; provided, that Smart City will not be held liable to the Customer or any other party for failure to adhere to the Customer's corporate policies, except due to Smart City's willful misconduct or gross negligence.

**CHARGES:** The customer agrees to pay all rental charges for the equipment delivered at the daily rates set forth in the agreement for each day or partial day until the equipment is returned to Smart City.

**CANCELLATIONS:** Exhibitor orders cancelled upon delivery will be charged 100% of the rental charge for Smart City's equipment, sublet items, applicable delivery and labor charges. In the event that the rental includes labor and is cancelled upon delivery or day of delivery, Smart City will invoice customer for all labor charges ordered. Credit will not be given for service(s) installed but not used.

**DELIVERY:** Delivery and pick up service is available. The delivery charge is based upon dollar amount of rental and delivery site. Customer pick-up rental orders may be picked up after 3 pm on the day prior to usage date and need to be returned before 10am on the day following to avoid any additional rental charges. Any deviation must be pre-authorized.

**DEPOSITS:** A security or damage deposit may be required. Deposits may be applied to invoice, refunded upon return or applied to late return charges, loss or damage.

**CUSTOMER SERVICE ISSUES:** Service claims must be reported to Smart City representative. Service claims will not be considered unless filed in writing by customer prior to close of show.

## SALE TERMS AND CONDITIONS

**TITLE:** Title to goods or materials covered by this agreement remains with Smart city until the full purchase price is paid.

**PAYMENT:** Some items require a 100% pre payment or a deposit of up to 50% of the purchase price. Orders for items not normally stocked will require full pre-payment and are non-refundable after the date the item is ordered. Any deviation must be pre authorized.

**RETURNS:** Sold merchandise may not be returned without prior authorization and is subject to Smart City's inspection. All original packaging is required. Return freight charges must be prepaid. A minimum handling or restocking fee of 10% will be charged on all returned goods unless the return is due to the error of Smart City. Credit may also be subject to factory approval and the credit shall be the lower of the purchase price or Smart City's selling price at the time of return.

**SHORTAGES:** Shortages and/or claims must be made within seven (7) days of receipt.