



Sound Matters, Inc. dba
AV Matters
 7701 Southland Blvd., Suite 303
 Orlando, FL 32809
 Phone: 813.690.0822
 Email: Di@avmatters.com

EXHIBITOR AUDIO VISUAL ORDER FORM

 ANA <small>AMERICAN NURSES ASSOCIATION</small>	Quality and Innovation Conference	March 21-23, 2018 <small>Gaylord Palms Resort & Convention Center Orlando, Florida</small>
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AUDIO EQUIPMENT	QTY	SHOW RATE		TOTAL	CUSTOMER INFORMATION	
		Advanced	On Site			
Sound System with (2) Powered Speakers/Stands/Mixer		\$ 450.00	\$ 575.00		Firm Name:	
Wireless Microphone (Circle: Handheld or Lavalier or Headset)		\$ 250.00	\$ 325.00			
Wired Microphone (Circle: Handheld or Lavalier)		\$ 65.00	\$ 80.00		Ordered By:	
CD Player		\$ 65.00	\$ 80.00		Address:	
DISPLAY EQUIPMENT	QTY	SHOW RATE		TOTAL	CUSTOMER INFORMATION	
		Advanced	On Site		City / State / Zip:	
17" LCD Flat Panel Display (Table Top)		\$ 150.00	\$ 190.00		Phone:	
23" LCD Flat Panel Display (Table Top)		\$ 175.00	\$ 225.00		Fax:	
32" LCD Flat Panel Display (Table Top)		\$ 450.00	\$ 575.00		Email Address:	
40"-42" LCD Flat Panel Display (Circle: Table Top or Wall Mount)		\$ 600.00	\$ 750.00		Orders received after March 9, 2018 will be subject to the ON-SITE SHOW RATE	
47" LCD Flat Panel Display (Circle: Table Top or Wall Mount)		\$ 650.00	\$ 825.00			
55" LCD Flat Panel Display (Circle: Table Top or Wall Mount)		\$ 875.00	\$ 1,000.00			
60" LCD Flat Panel Display (Circle: Table Top or Wall Mount)		\$ 975.00	\$ 1,200.00			
Dual Pole Chrome Floor Stand for Monitor		\$ 150.00	\$ 190.00			
Shelf for Dual Pole Chrome Floor Stand		\$ 35.00	\$ 45.00			
For Proper Cabling Please Note Display Output (VGA, HDMI, DisplayPort, etc.):						
COMPUTERS	QTY	SHOW RATE		TOTAL		ORDERING INSTRUCTIONS
		Advanced	On Site		➡ The show rate is the rental rate for the length of the show. The total charge per item is based on the show rate multiplied by the quantity.	
PC Laptop		\$ 350.00	\$ 440.00		➡ Please include applicable Sales Tax on the subtotal amount. 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.	
Macbook Pro		\$ 500.00	\$ 625.00		➡ All orders must include Delivery/Setup/Pickup fee. Please multiply the Equipment Total (Line #1) by 24% - if the % amount is lower than \$125 then add \$125 on line #2.	
Black & White Printer		\$ 250.00	\$ 325.00		➡ To guarantee equipment availability, this order should reach us 10 days prior to delivery.	
Multi Media Speakers - Pair		\$ 35.00	\$ 45.00		➡ A fax or email confirmation will be sent to you within 5 days of your order. If you do not receive a confirmation, please resend and call Diana Hagemann at 813.690.0822.	
ACCESSORIES	QTY	SHOW RATE		TOTAL	ORDERING INSTRUCTIONS	
		Advanced	On Site		➡ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum.	
Dual Pole Chrome Floor Stand for Monitor		\$ 150.00	\$ 190.00		➡ CANCELLATIONS:	
Rolling Cart with Black Drape		\$ 50.00	\$ 65.00		A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge.	
PowerPoint Remote		\$ 50.00	\$ 65.00		B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.	
VGA or HDMI Cable 25' or 50' (without Display Rental)		\$ 25.00	\$ 30.00			
OTHER	QTY	SHOW RATE		TOTAL	ORDERING INSTRUCTIONS	
		Advanced	On Site			
ADDITIONAL REQUESTS						
We offer a wide range of AUDIO, LIGHTING, VIDEO and PRODUCTION SERVICES, please call or email Diana at 813.690.0822 or di@avmatters.com for information & pricing.						
RENTAL TOTALS					PAYMENT IS DUE WHEN ORDER IS PLACED	DELIVERY INFORMATION
EQUIPMENT TOTAL				1		On-Site Contact:
DELIVERY/SETUP/PICKUP (24% of line 1 or \$125.00 minimum, whichever is GREATER)				2		On-Site Phone #:
SUBTOTAL				3		Delivery Date / Time:
SALES TAX				4	N/A	Pickup Date / Time:
TOTAL DUE						Booth #:
METHOD OF PAYMENT						RETURN FOR PROCESSING
Card Number:	_____					AV Matters Attn: Diana Hagemann 7701 Southland Blvd., Suite 303 Orlando, FL 32809 Phone: 813.690.0822 Fax: 407-855-1969 Email: di@avmatters.com
	Exp Date ____ / ____					
Cardholder's Name (as appears on card):	_____				CVC # _____	
Billing Address:	_____					
City, ST, Zip Code:	_____					
Cardholders Signature:	_____					