



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



AUDIO EQUIPMENT		SHOW RATE		TOTAL	CUSTOMER INFORMATION
QTY	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					City / State / Zip:
17" LCD Flat Panel Display (Table Top)	\$ 150.00	\$ 180.00			Phone:
23" LCD Flat Panel Display (Table Top)	\$ 175.00	\$ 210.00			Fax:
32" LCD Flat Panel Display (Table Top)	\$ 350.00	\$ 420.00			Email Address:
40"-42" LCD Flat Panel Display (Circle: Table Top or Wall Mount)	\$ 450.00	\$ 540.00			Orders received after April 20, 2018 will be subject to the ON-SITE SHOW RATE
47" LCD Flat Panel Display (Circle: Table Top or Wall Mount)	\$ 550.00	\$ 660.00			
55" LCD Flat Panel Display (Circle: Table Top or Wall Mount)	\$ 650.00	\$ 780.00			
60" LCD Flat Panel Display (Circle: Table Top or Wall Mount)	\$ 750.00	\$ 900.00			
Dual Pole Chrome Floor Stand for Monitor	\$ 150.00	\$ 180.00			
Shelf for Dual Floor Stand	\$ 35.00	\$ 45.00			
For Proper Cabling Please Note Display Output (VGA, HDMI, DisplayPort, etc.):					
COMPUTERS					
PC Laptop	\$ 350.00	\$ 440.00			ORDERING INSTRUCTIONS ➔ 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. ➔ 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. ➔ 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. ➔ To guarantee equipment availability, this order should reach us 10 days prior to delivery. ➔ 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. ➔ Operator labor, if requested, is subject to the prevailing hourly rate with a 5 hour minimum. ➔ CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 50% of original charges will be applied.
Macbook Pro	\$ 500.00	\$ 625.00			
Black & White Printer	\$ 250.00	\$ 325.00			
Multi Media Speakers - Pair	\$ 35.00	\$ 45.00			
ACCESSORIES					
Dual Pole Chrome Floor Stand for Monitor	\$ 150.00	\$ 190.00			
Rolling Cart with Black Drape	\$ 50.00	\$ 65.00			
PowerPoint Remote	\$ 50.00	\$ 65.00			
VGA or HDMI Cable 25' or 50' (without Display Rental)	\$ 25.00	\$ 30.00			
OTHER					
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: _____ Exp Date ____ / ____					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
Cardholder's Name (as appears on card): _____		CVC # _____			
Billing Address: _____		AMEX <input type="checkbox"/>			
City, ST, Zip Code: _____		Visa <input type="checkbox"/>			
Cardholders Signature: _____		MasterCard <input type="checkbox"/>			