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

ANCC National Magnet Conference
October 24-26, 2018
Colorado Convention Center

AUDIO EQUIPMENT	QTY	SHOW RATE Advanced	SHOW RATE On Site	TOTAL
Sound System with (2) Powered Speakers/Stands/Mixer		$ 450.00	$ 575.00	
Wireless Microphone (Circle: Handheld or Lavaliere or Headset)		$ 250.00	$ 325.00	
Wired Microphone (Circle: Handheld or Lavaliere)		$ 65.00	$ 80.00	
CD Player		$ 65.00	$ 80.00	
DISPLAY EQUIPMENT	**QTY**	**SHOW RATE Advanced**	**SHOW RATE On Site**	**TOTAL**
DVD Player with Auto Repeat		$ 75.00	$ 95.00	
17" LCD Flat Panel Display (Table Top)		$ 150.00	$ 190.00	
23" LCD Flat Panel Display (Table Top)		$ 175.00	$ 225.00	
32" LCD Flat Panel Display (Table Top)		$ 450.00	$ 575.00	
40"-42" LCD Flat Panel Display (Circle: Table Top or Wall Mount)		$ 600.00	$ 750.00	
47" LCD Flat Panel Display (Circle: Table Top or Wall Mount)		$ 650.00	$ 825.00	
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	
For Proper Cabling Please Note Display Output (VGA, HDMI, DisplayPort, etc.):				
COMPUTERS	**QTY**	**SHOW RATE Advanced**	**SHOW RATE On Site**	**TOTAL**
PC Laptop		$ 350.00	$ 440.00	
Macbook Pro		$ 500.00	$ 625.00	
Black & White Printer		$ 250.00	$ 325.00	
Multi Media Speakers - Pair		$ 35.00	$ 45.00	
ACCESSORIES	**QTY**	**SHOW RATE Advanced**	**SHOW RATE On Site**	**TOTAL**
Shelf for Dual Pole Stand		$ 50.00	$ 65.00	
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	**QTY**	**SHOW RATE Advanced**	**SHOW RATE On Site**	**TOTAL**

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.

CUSTOMER INFORMATION

Firm Name:
Ordered By:
Address:
City / State / Zip:
Phone:
Fax:
Email Address:

Orders received after October 12, 2018 will be subject to the ON-SITE SHOW RATE

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.

RENTAL TOTALS

	PAYMENT IS DUE WHEN ORDER IS PLACED
EQUIPMENT TOTAL	1
DELIVERY/SETUP/PICKUP *(24% of line 1 or $125.00 minimum, **whichever is GREATER**)*	2
SUBTOTAL	3
SALES TAX	4 N/A
TOTAL DUE	

DELIVERY INFORMATION

On-Site Contact:
On-Site Phone #:
Delivery Date / Time:
Pickup Date / Time:
Booth #:

METHOD OF PAYMENT

Card Number:

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ **Exp Date** ___ ___ / ___ ___

Cardholder's Name *(as appears on card)* **:** _____ **CVC #** _____
Billing Address: _____ **AMEX** ☐
City, ST, Zip Code: _____ **Visa** ☐
Cardholders Signature: _____ **MasterCard** ☐

RETURN FOR PROCESSING

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