**­­Exhibitor Services Order Form**

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| **Company Information:**  Exhibitor Company Name  On-site Contact Name  Billing Address  City, State, Zip  Telephone Number  Fax Number  Email Address  **Payment Terms Conditions**   * Full payment, including sales tax, is due 10 business days prior to group event. Purchase orders are not accepted. * Cancellations less than 24 hours prior to exhibit load-in will be charged 100% of one day’s rate. * A representative must be in your booth to sign for delivery of equipment. * Exhibitor agrees to be billed for any damages or loss equipment while in exhibitor’s care or control. Any additions or variances will be billed within 24 hours after close of the event. * **A 24% Service Charge will be applied to all AV services rendered for each day’s use.** | **Exhibit Room Information** *(Please Complete the requested)*  Program  Function Room Booth #  Set Up Date Setup Time  End Date End Time  *Quantity X Days = Total*  **ELECTRICITY**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Basic Power Package | $30.00 X | X | = |  |   *(Includes: electricity, power cord, and labor. NO DEDICATED AMPERAGE )*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 20 amp Power Package | $75.00 X | X | = |  |   *(Includes: Dedicated access to a 20 AMP CIRCUIT, power cord, power strip and labor )*  **HIGH SPEED INTERNET**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Wireless Connection | $10.00 X | X | = |  |   **VIDEO EQUIPMENT** *(additional labor & delivery charges may apply)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 55’ LCD TV | $300.00 X | X | = |  | | LCD Projector(5000 Lumens) | $220.00 X | X | = |  | | Tripod Screen (up to 8x8) | $75.00 X | X | = |  | | 25’ VGA Cable | $25.00 X | X | = |  | | Blu Ray | $100.00 X | X | = |  | | Wireless Mouse | $40.00 X | X | = |  | | Cable TV Feed | $100.00 X | X | = |  | | Digital Cable Tuner | $100.00 X | X | = |  |   **AUDIO EQUIPMENT** *(additional labor & delivery charges may apply)*   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Self-Powered Speaker | $80.00 X | X | = |  | | 4 Channel Mixer | $50.00 X | X | = |  | | 12 Channel Mixer | $100.00 X | X | = |  | | Wireless Microphone | $150.00 X | X | = |  | | IPOD Connection | $50.00 X | X | = |  | | Computer Speakers | $25.00 X | X | = |  | |

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| **Payment** *(Credit card questions? Call 512-805-5309 or* [*brittany.guerrero@jqh.com*](mailto:brittany.guerrero@jqh.com)*)*   |  | | --- | | ⃝ Credit Card ⃝ Check ⃝ Master Account ⃝ Guest Room # | | Card Holder’s Name: | | Account Number: | | Expiration Date: | | Card Type: | | Verification Code: | | |  |  | | --- | --- | | Subtotal |  | | 24% Service Charge |  | | 8.25% Sales Tax |  |   Subtotal + 24% + 8.25% = Grand Total   |  |  | | --- | --- | | **=Grand Total** |  | |

**Signature:**