

EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: JANUARY 8TH, 2024

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER JANUARY 19, 2024

Event Name: AIM EXPO
 Event Dates: FEBRUARY 6 - 8, 2024
 Venue: LAS VEGAS CONVENTION CENTER
 11418
 SR-NU-020524 <ES>

Customer Information	
ORGANIZATION NAME	
ORDERED BY NAME	
ADDRESS	
CITY	
STATE	ZIP
PHONE #	
EMAIL	
NOTES:	

Delivery Information	
HALL	
BOOTH #	
ON-SITE CONTACT	
ON-SITE CELL	
ON-SITE EMAIL	
SHOW START	
SHOW END	
DELIVERY DATE	TIME
PICKUP DATE	TIME

SOMEONE MUST BE PRESENT FOR DELIVERY

470-939-4778 or

orders-av@shepardav.com

NOTE: POWER & INTERNET SERVICES ARE PROVIDED BY FACILITY

COMPUTERS & ACCESSORIES - Show Rate	SHOW RATE		Qty	Total	Ordering Instructions
	Discounted	Regular			
PC laptop computer (with Windows/Microsoft Office)	\$285.00	\$370.00			Orders received after 1/8/24 will be charged at the regular rate. Orders received after 1/19/24 (cutoff date) will be based on availability and are subject to 20% upcharge. CALL TO CONFIRM.
Apple iPad	\$180.00	\$234.00			
iPad Floor Stand (white)	\$155.00	\$200.00			
Apple 15" MacBook Pro	\$465.00	\$605.00			
Apple 17" MacBook Pro	\$540.00	\$702.00			
Apple 27" iMac Retina 5K, I-9, 8-Core	\$525.00	\$580.00			
Mac Mini Computer	\$255.00	\$335.00			
Wired USB Keyboard and Mouse	\$30.00	\$40.00			
Wireless keyboard and Mouse	\$45.00	\$60.00			
Laser printer (black & white)	\$155.00	\$180.00			
AUDIO - Show Rate	Discounted	Regular	Qty	Total	The total charge per item is determined by multiplying the Quantity x Rate. Prices are for the duration of the show.
Small Sound System (2 spkrs w/stands, wired mic, mixer, pcdi)	\$410.00	\$510.00			
Large Sound System (4 spkrs w/stands, wired mic, mixer, pcdi)	\$585.00	\$650.00			
Wireless Microphone Select: Handheld or Lavalier	\$260.00	\$335.00			
Computer Audio Interface	\$35.00	\$45.00			Operator labor, if requested, is subject to the prevailing hourly rate with a four (4) hour minimum.
ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total	
HDMI Cable (4')	\$25.00	\$32.50			
Monitor Floor Stand Dual Post w/shelf (requires monitor rental)*	\$230.00	\$300.00			
Media Player	\$75.00	\$95.00			We will attempt to accommodate requested delivery times, but cannot guarantee due to the volume of orders.

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FLATSCREEN MONITORS - Show Rate	SHOW RATE		Qty	Total	Ordering Instructions
	Discounted	Regular			
<i>Monitor mounting - select from 3 options-Floor stand below or comp table stand or wall mount</i>					If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities! We have a wide range of services and solutions to help deliver your message. We offer custom LED walls, truss, lighting, concert sound, and the experts to make it all work!
<i>*Monitor floor stands are available for rent and for use with monitors 32" to 65" and require monitor rental.</i>					
Monitor Floor Stand w/shelf (requires monitor rental)*	\$230.00	\$300.00			
24" HDTV Monitor * Select: Table Stand or Wall Mount	\$230.00	\$300.00			
32" HDTV Monitor * Select: Table Stand or Wall Mount	\$385.00	\$500.00			
43" HDTV Monitor * Select: Table Stand or Wall Mount	\$460.00	\$598.00			
55" HDTV Monitor * Select: Table Stand or Wall Mount	\$720.00	\$935.00			
65" HDTV Monitor * Select: Table Stand or Wall Mount	\$925.00	\$1,200.00			
75" HDTV Monitor * w/wall mounting bracket	\$1,280.00	\$1,450.00			
Special Installations					
Touchscreen Monitors- Windows OS	Call for Quote	Call for Quote			
Touchscreen Kiosks- Windows OS	Call for Quote	Call for Quote			
Digital Signage	Call for Quote	Call for Quote			
LED Video Wall	Call for Quote	Call for Quote			
Custom Theatrical Lighting Packages	Call for Quote	Call for Quote			
Page 1 Total					SEND BOTH PAGES TO orders-av@shepardav.com
Page 2 Total					
(add Page 1 & Page 2 totals) SUBTOTAL:					
(30% of subtotal or \$230 minimum, whichever is greater) DELIVERY/SETUP/PICKUP					
TOTAL AMOUNT DUE					
ORDER IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED IN FULL AND CONFIRMATION HAS BEEN SENT					

If monitor is ordered, what is your content source? Laptop Flash drive Media Player Other _____

Exhibitor is responsible for all necessary electrical/internet services needed (provided by facility).

All prices quoted for the duration of the show.

PAYMENT	
ADVANCE PAYMENT IS DUE TO CONFIRM ORDER You will receive an e-mail with a link for secure online credit card payment. Order is not finalized without full payment and confirmation email from Shepard AV.	
RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation.	
Signature _____	Date _____

Catherine Bachman
Exhibit Planning Manager
470-939-4778
orders-av@shepardav.com

SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY

AIMEXPO

POWERSPORTS TRADESHOW | MC • ATV • SXS



MEETING ROOM AUDIO VISUAL ORDER FORM

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 SR-NU-020524 <ES>

Customer Information	
Firm Name:	
Contact:	
Address:	
City:	
State:	ZIP:
Ordered By:	
Telephone #:	
Email:	
Notes:	

Delivery Information
Room / Hall:
Booth / Room #:
On-Site Contact:
Cell Phone:
Email:
Deliver Date:
Delivery Time:
Requested Pickup Date:
Requested Pickup Time:

All prices are **PER DAY** - All Power & Internet services are provided by facility.

Meeting Room Equipment - Daily Rate	Rates Per Day		Qty	Days	Total	Ordering Instructions
	Discounted	Regular				
LCD Projector Pkg (Projector, Screen, Stand, Remote, Cables)	\$600.00	\$780.00				Orders received after 1/8/24 charged at regular rate. Call to confirm all orders placed after 1/19/24 (cutoff) . The total charge per item is determined by multiplying the Days x Rate. Operator labor is subject to prevailing hourly rate with a 4 hour minimum. We will attempt to accommodate requested delivery times, but cannot guarantee them due to order volume. If you require Delivery/Setup at a specific time, there will be an additional 4-hour labor charge. <i>If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!</i>
LCD Support Package (Screen, Remote, Stand, Cables)	\$165.00	\$214.50				
Flipchart with Markers	\$40.00	\$52.00				
8' Tripod Screen	\$40.00	\$52.00				
4000 Lumen LCD Projector	\$550.00	\$715.00				
Laptop Computer - Windows	\$215.00	\$230.00				
AUDIO - Daily Rate	Discounted	Regular	Qty	Days	Total	
Small Sound System (2 spkrs w/stands, wired mic, mixer,PCDI)	\$325.00	\$425.00				
Large Sound System (4 spkrs w/stands, wired mic, mixer, PCDI)	\$475.00	\$575.00				
Wireless Microphone Select: HH or Lav	\$145.00	\$210.00				
	\$35.00	\$45.00				
Accessories - Daily Rate	Discounted	Regular	Qty	Days	Total	
Presenter Remote w/Laser Pointer	\$25.00	\$30.00				
HP Black & White Laser Printer	\$95.00	\$125.00				
65" HDTV Monitor w/Floor Stand	\$1,155.00	\$1,200.00				
75" HDTV Monitor w/Floor Stand	\$1,510.00	\$1,600.00				
SUBTOTAL:						
(30% of subtotal or \$190.00 minimum, whichever is greater):						
TOTAL AMOUNT DUE:						
<i>*All prices are PER DAY*</i>						
CANCELLATIONS: A) Cancellation of order must be received 72 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.						

PAYMENT	RETURN for PROCESSING
<p>ADVANCE PAYMENT IS DUE TO CONFIRM ORDER</p> <p>You will receive an e-mail with a link for secure online credit card payment.</p> <p>Order is not finalized without full payment and confirmation email from Shepard AV.</p>	<p>orders-av@shepardav.com</p> <p>470-939-4778</p> <p>Catherine Bachman Exhibitor Planning Coordinator</p>
<p>RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation. Order is not confirmed until payment has been made in full.</p>	
Signature _____	Date _____