

EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: JANUARY 8, 2025

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER JAN 17, 2025

Event Name: **AIM Expo**
 Event Dates: **February 5-7, 2025**
 Venue: **Las Vegas Convention Center**
PROJ #12787
SR-UN-0204 <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	WED, FEB 5 - 8:00 AM
SHOW END	FRI, FEB 7 - 5:00 PM
DELIVERY DATE	TIME
PICKUP DATE	

SOMEONE MUST BE PRESENT FOR DELIVERY

404-720-8740 or

orders-av@shepardav.com

NOTE: POWER & INTERNET SERVICES ARE PROVIDED BY FACILITY

COMPUTERS & ACCESSORIES - Show Rate	2025 SHOW RATE		Qty	Total	Ordering Instructions
	Discounted	Regular			
PC laptop computer (with Windows/Microsoft Office)	\$285.00	\$370.00			Orders received after 1/8/25 will be charged at the regular rate. Orders received after 1/17/25 (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 16" 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			
Color Laser printer	\$440.00	\$550.00			
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			
**Wireless microphone/PCDI requires sound system for operation					
ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total	Operator labor, if requested, is subject to the prevailing hourly rate with a four (4) hour minimum.
HDMI Cable (4'-6')	\$25.00	\$32.50			
Monitor Floor Stand Dual Post w/shelf (requires monitor rental)*	\$230.00	\$300.00			
Media Player - required for USB Flash Drive	\$75.00	\$95.00			We will attempt to accommodate requested delivery times, but cannot guarantee due to the volume of orders.
Page 1 Total					

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FLATSCREEN MONITORS - Show Rate	2025 SHOW RATE		Qty	Total	Ordering Instructions
	Discounted	Regular			
MONITOR MOUNT OPTIONS - select from 3 options - See note at right					MONITOR MOUNTING OPTIONS
MONITOR FLOOR STAND w/shelf (requires monitor rental 43"+)	\$230.00	\$300.00			- Table Stand or "feet" - complimentary - client provides table or counter for monitor
24" HDTV Monitor * Select: <input type="radio"/> Table Stand	\$230.00	\$300.00			- Wall Mount - complimentary - requires custom booth with structural support (not a standard booth)
32" HDTV Monitor * Select: <input type="radio"/> Table Stand <input type="radio"/> Wall Mount	\$385.00	\$500.00			- Monitor Floor Stands w/optional shelf -(43"-75" monitors only) - additional cost but provides ideal "eye level" viewing for standing clients. <i>See line above 24" monitor.</i>
43" HDTV Monitor * Select: <input type="radio"/> Table Stand <input type="radio"/> Wall Mount	\$460.00	\$598.00			
55" HDTV Monitor * Select: <input type="radio"/> Table Stand <input type="radio"/> Wall Mount	\$720.00	\$935.00			
65" HDTV Monitor * Select: <input type="radio"/> Table Stand <input type="radio"/> Wall Mount	\$925.00	\$1,200.00			
75" HDTV Monitor * Select: <input type="radio"/> Table Stand <input type="radio"/> Wall Mount	\$1,280.00	\$1,450.00			
Special Installations (requires adequate time to plan)					If you don't see what you're looking for, contact your Shepard AV Team to discuss! We have a wide range of services & solutions to deliver your message. We offer custom LED walls, truss, lighting, concert sound, and the experts to make it all work!
Touchscreen Monitors and 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					
Page 2 Total					
(add Page 1 & Page 2 totals) SUBTOTAL:					
(30% of subtotal or \$300.00 minimum, whichever is greater) DELIVERY/SETUP/PICKUP					ORDER IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED IN FULL AND CONFIRMATION HAS BEEN SENT
TOTAL AMOUNT DUE					

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.

SEND BOTH PAGES TO
orders-av@shepardav.com

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
404-720-8740
orders-av@shepardav.com



POWERSPORTS TRADESHOW | MC • ATV • SXS



MEETING ROOM AUDIO VISUAL ORDER FORM

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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	2025 Rates Per Day			Qty	Days	Total	Ordering Instructions
	Discounted	Regular					
LCD Projector Pkg (Projector, Screen, Stand, and Cables)	\$600.00	\$780.00					Orders received after 1/08/25 charged at regular rate. Call to confirm all orders placed after 1/17/25 (cutoff) .
LCD Support Package (Screen, Stand, and Cables)	\$165.00	\$214.50					
Flipchart with Markers	\$75.00	\$92.00					
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		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.
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 (requires sound system)	\$145.00	\$210.00					
Computer Audio Interface (PCDI) (requires sound system)	\$35.00	\$45.00					
Accessories - Daily Rate	Discounted	Regular	Qty	Days	Total		If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!
Presenter Remote w/Laser Pointer	\$25.00	\$30.00					
HP Black & White Laser Printer	\$95.00	\$125.00					
65" HDTV Monitor w/Monitor Floor Stand	\$825.00	\$1,090.00					
75" HDTV Monitor w/Monitor Floor Stand	\$1,025.00	\$1,260.00					
SUBTOTAL:							
(30% of subtotal or \$300.00 minimum, whichever is greater) DELIVERY/SETUP/PICKUP							
TOTAL AMOUNT DUE:							
<p>*All prices are PER DAY subject to Special labor charges may apply for complex orders requiring dedicated labor</p> <p>CANCELLATIONS:</p> <p>A) Cancellation of order must be received 72 hours prior to delivery date to avoid a minimum one day charge.</p> <p>B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.</p>							

PAYMENT	RETURN for PROCESSING
ADVANCE PAYMENT IS DUE TO CONFIRM ORDER	orders-av@shepardav.com
<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>404-720-8740</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 _____
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