

EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: DECEMBER 17, 2025

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER DECEMBER 24TH

Event Name: **AIMEXPO 2026**
 Event Dates: **January 7 -9, 2026**
 Venue: **Anaheim Convention Center**
 PROJ #13471 SR-NU-0106_<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	
EXPO START	WEDNESDAY, 12/7 - 9:00 AM
EXPO END	FRIDAY, 12/9 - 1:00 PM
DELIVERY DATE	TIME
PICKUP DATE	TIME

SOMEONE MUST BE PRESENT FOR DELIVERY

404-720-8740 or

orders-av@shepardav.com

NOTE: POWER & INTERNET SERVICES ARE PROVIDED BY FACILITY

		2025 SHOW RATE				Ordering Instructions
COMPUTERS & ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total		
PC laptop (Microsoft Office)	\$285.00	\$370.00				Orders received after 12/17/25 will be charged at the regular rate. Orders received after 12/24/25 (cutoff date) will be based on availability and are subject to 20% upcharge. CALL TO CONFIRM.
Apple iPad (<i>limited stock - order early</i>)	\$260.00	\$325.00				
Lilitab iPad Dock Floor Stand (<i>price varies w/iPad models</i>)	\$277.00	\$350.00				
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	\$40.00	\$50.00				
Wireless keyboard and Mouse	\$45.00	\$60.00				
Laser Printer, Color	\$440.00	\$550.00				
Laser Printer, Black & White	\$180.00	\$215.00				
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	\$32.00				
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				
Page 1 Total						We will attempt to accommodate requested delivery times, but cannot guarantee due to the volume of orders.

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2025 SHOW RATE									
FLATSCREEN MONITORS - Show Rate	Discounted	Regular	Qty	Total	Ordering Instructions				
MONITOR MOUNT OPTIONS - select from 3 options - See note at right					MONITOR MOUNTING OPTIONS				
MONITOR FLOOR STAND w/shelf (requires monitor rental)	\$230.00	\$300.00			-Table Stand or "feet" - complimentary - client provides table or counter for monitor				
24" HDTV Monitor * Select: ☐ Table Stand	\$230.00	\$300.00			-Wall Mount - complimentary - requires custom booth with structural support (not a standard booth)				
32" HDTV Monitor * Select: ☐ Table Stand ☐ 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. See line above 24" monitor.				
43" HDTV Monitor * Select: ☐ Table Stand ☐ Wall Mount	\$460.00	\$598.00							
55" HDTV Monitor * Select: ☐ Table Stand ☐ Wall Mount	\$720.00	\$935.00							
65" HDTV Monitor * Select: ☐ Table Stand ☐ Wall Mount	\$925.00	\$1,200.00							
75" HDTV Monitor * Select: ☐ Table Stand ☐ Wall Mount	\$1,280.00	\$1,450.00							
Special Installations (requires advance request)					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					ORDER IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED IN FULL AND CONFIRMATION HAS BEEN SENT				
Page 2 Total									
(add Page 1 & Page 2 totals) SUBTOTAL:									
(30% of subtotal or \$300.00 minimum, whichever is greater) DELIVERY/SETUP/PICKUP									
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

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SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY

SHEPARD AV | 1177 LOGAN CIRCLE NW, ATLANTA, GA 30318 | 404-720-8611 | WWW.SHEPARDAV.COM

MEETING ROOM AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: DECEMBER 17, 2025

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER DECEMBER 24TH

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

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

	2025 Rates Per Day				
Meeting Room Equipment - Daily Rate	Discounted	Regular	Qty	Days	Total
LCD Projector Pkg (Projector, Screen, Stand, and Cables)	\$600.00	\$780.00			
LCD Support Package (Screen, Stand, and Cables)	\$165.00	\$214.50			
Flipchart with Pad & Markers	\$92.00	\$120.00			
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 HH or Lav (<i>requires sound system</i>)	\$145.00	\$210.00			
Accessories - Daily Rate except where designated show rate	Discounted	Regular	Qty	Days	Total
Presenter Remote w/Laser Pointer	\$25.00	\$30.00			
LaserJet Printer - Black & White	\$180.00	\$215.00			
LaserJet Printer - Color	\$440.00	\$550.00			
55" HDTV Monitor w/Monitor Floor Stand (**SHOW RATE APPLIES)	\$950.00	\$1,235.00			
65" HDTV Monitor w/Monitor Floor Stand (**SHOW RATE APPLIES)	\$1,155.00	\$1,500.00			
75" HDTV Monitor w/Monitor Floor Stand (**SHOW RATE APPLIES)	\$1,510.00	\$1,750.00			
**SHOW RATE covers published days of conference only. Extra days are additional.					
SUBTOTAL:					
(30% of subtotal or \$300.00 minimum, whichever is greater) DELIVERY/SETUP/PICKUP					
TOTAL AMOUNT DUE:					

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

Ordering Instructions
Orders received after 12/17/25 charged at regular rate. Call to confirm all orders placed after 12/24/25 (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.
If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!

*Prices are **PER DAY** (except where show rate is noted) subject to Delivery/Setup/Pickup charges.
 Special labor charges may apply for complex orders requiring dedicated labor.

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

ADVANCE PAYMENT IS DUE TO CONFIRM ORDER

orders-av@shepardav.com

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.

404-720-8740

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.

Catherine Bachman
Exhibitor Planning Coordinator

Signature _____

Date _____

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