



AUDIO VISUAL EQUIPMENT RENTAL EXHIBITOR ORDER FORM

EMAIL or FAX TO:

jkotynek@swankav.com

(847)303-4323

In order to take advantage of our advance rate, please allow your order to reach us 10 days in advance. A 15% fee on regular rate will apply to 72 hours or less notice. 72 hours or less cancellations are subject to Full Charge.

QTY	VIDEO/ DATA/ DISPLAY EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	17" DATA/Computer w/ cart		\$125.00	\$150.00	
	20" DATA/Computer Monitor w/cart		\$175.00	\$210.00	
	42" PLASMA Monitor (data/video)		\$450.00	\$540.00	
	VHS Player/Recorder		\$95.00	\$114.00	
	DVD Player		\$95.00	\$114.00	
	VHS or Mini DV Cam		\$205.00	\$246.00	
	6x6' to 8'x8' Screen		\$165.00	\$198.00	
	3300 Lumen LCD Projector		\$635.00	\$762.00	
QTY	OFFICE/ COMPUTER EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Desktop Computer		\$400.00	\$480.00	
	Laptop Computer		\$350.00	\$420.00	
	Wireless Mouse		\$75.00	\$90.00	
	Laser Jet Printer B&W		\$175.00	\$210.00	
	Laser Jet Printer Color		\$285.00	\$342.00	
	Fax Machine		\$125.00	\$150.00	
QTY	AUDIO EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Wired Microphone (with stand)		\$60.00	\$72.00	
	Wireless Lavalier or Handheld Microphone		\$200.00	\$240.00	
	4 channel mixer		\$60.00	\$72.00	
	12 channel mixer		\$175.00	\$210.00	
	Baby Anchor Powered Speaker		\$50.00	\$60.00	
	Anchor Liberty Powered Speaker		\$150.00	\$180.00	
	Cassette Player/Recorder		\$75.00	\$90.00	
	CD Player		\$75.00	\$90.00	
QTY	PRODUCTION UTILITIES	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	High speed internet (wired or wireless, one connection)		\$225	\$270.00	
	Each add'l high speed connection		\$75	\$90.00	
	Exit Signs		\$50	\$60.00	
	Various Cables		\$10	\$12.00	
	House Phone (no outside calls)		\$25	\$30.00	
	Phone line for CC Machine (toll free calls only)		\$100	\$120.00	
	Outside phone line with phone		\$200	\$240.00	
<u>Feel free to contact us regarding our complete inventory not listed above.</u>			EQUIPMENT TOTAL		
			23% SERVICE CHARGE		
			SUB-TOTAL		
			13.25% TAX ON INTERNET AND PHONE ONLY		
Prepayment required on all equipment rental and services.			\$20 ONSITE DELIVERY CHARGE(SAME DAY ONLY)		
			TOTAL		

Credit Card Information: Type _____ CCN# _____

Cardholder's Name _____ Exp. Date _____ Cardholder's Signature _____

Person from your company to coordinate work: _____ Phone _____

COMPANY INFORMATION	DELIVERY INFORMATION
COMPANY NAME _____	SHOW NAME _____
ADDRESS _____	BOOTH # _____
	DELIVERY DATE _____ TIME _____
	PICK-UP DATE _____ TIME _____
PHONE _____ FAX _____	ON-SITE CONTACT _____
CONTACT _____	ON-SITE CONTACT'S CELL or PAGER # _____