

**EXHIBIT SERVICES REQUEST**  
**AUDIO VISUAL & INTERNET SERVICES**  
1535 Broadway  
New York, NY 10036

**Conference Name:** \_\_\_\_\_

Exhibit Load IN -- Day & Date: \_\_\_\_\_

Exhibit Load OUT -- Day & Date: \_\_\_\_\_

**Exhibiting Firm:** \_\_\_\_\_

**Booth # & Location:** \_\_\_\_\_

Contact Name & Phone: \_\_\_\_\_

**Onsite Representative:** \_\_\_\_\_

E-mail: \_\_\_\_\_

**Onsite Contact Phone:** \_\_\_\_\_

Company Address: \_\_\_\_\_

**PLEASE COMPLETE THIS FORM and return to: [182ExhibitForm@CarlsonAV.com](mailto:182ExhibitForm@CarlsonAV.com)**

<b>Monitor Rentals - Carlson Audio Visual &amp; Production</b>			
Upon receipt of this request, a CAV Representative will contact you for an order review and approval of all services. Written confirmation and receipts will be provided.			
<b>EQUIPMENT RENTAL</b>	<b>QUANTITY</b>	<b># OF DAYS</b>	<b>DAILY RATE</b>
32" LED Monitor Table Set			\$500
55" LED Monitor w/floor stand			\$950
70" LED Monitor w/floor stand			\$1500
Laptop Computer   Windows based			\$375
Labor and Handling - (per monitor)			\$350
<b>INTERNET</b>		<b>SHOW RATE</b>	
Wireless Internet Access for (1) device		\$375	
Wireless device(s)   Each Additional		\$150	
Wired Internet Access (5MG)		\$750	
Wired Line Installation  Each Additional		\$150	
All services subject to 25% administrative charge and 8.875% sales tax Orders received less than 10 business days to load-in subject to short order fee of \$195++ Orders received on-site will be subject to rush fee of \$250++			
<b>POWER Services are additional and provided by -- Amp-Rite Electrical</b> TEL: (212)704-8799 -- <a href="mailto:TRADESHOWS@AmpriteNYC.com">TRADESHOWS@AmpriteNYC.com</a>			

For questions, advance services, and to enquire about equipment not listed here, please call (212) 704.8879 or e-mail [182ExhibitForm@Carlsonav.com](mailto:182ExhibitForm@Carlsonav.com)



Name on Card: \_\_\_\_\_ ORDER # (for internal use): \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Late Order Fee (less than 10 business days prior to event) = \$195++  
 Rush Services Fee (on-site orders) = \$250++  
 All orders subject to Service Charge of 25% and to 8.875% Sales Tax

**ADDITIONAL IMPORTANT INFORMATION:**

**TERMS AND CONDITIONS**

**Note:** Carlson Audio Visual (CAV) will confirm all order requests including any fees for late and rush service, changes and/or cancellations by email.

**Changes:** Order changes must be emailed 7 business days prior to installation date or may be subject to additional charges.

**Late Order Fee/Services:**

Orders received less than 10 business days prior to load in will incur a \$195++ late charge and will be fulfilled based on equipment availability.

**Rush Fee/Services:**

Orders received during show dates will incur a \$250++ rush charge and will be fulfilled based on equipment availability.

**CANCELLATIONS:** Customer must inform CAV of any cancellation in writing. Cancellations received during non-business hours/days shall be considered received upon the first business day after receipt. Cancellation of any order less than 7 business days of the scheduled installation will be billed at 100% of contracted price. Cancellation of any order less than 21 business days will be subject to a 50% of contracted price. Any nonrefundable deposits paid to suppliers or expenses incurred on behalf of the client will be billed to the client in full regardless of cancellation of this contract.

**PRICES & AVAILABILITY:** All prices and availability are subject to change without notice until this proposal is signed and required deposit is received. All equipment reservations and the scheduling of required technical personnel will be done on a tentative basis only until this proposal has been signed and required payment received.

**EQUIPMENT:** All equipment rental rates are daily unless otherwise stated. All proposals are subject to equipment availability upon confirmation. Any damage to equipment due to the negligence of the Customer, his staff or guests will be the responsibility of the undersigned (the Customer), who will be required to reimburse Carlson AV (CAV) for reasonable costs for repair or replacement. CAV guarantees all equipment is in good working order upon delivery. If a problem should occur, CAV must be notified as soon as possible, to correct the situation. CAV is not responsible for any problems reported after equipment rental period. Discounts are contingent upon adherence to payment terms. If payment in full is not received at least 72 hours prior to load in date, the discount is no longer valid. Non discountable items will be displayed with an (\*) asterisk.

**VENUE CHARGES:** The following charges are beyond CAV control and may be applied by the venue: Electrical / Power, In-House Rigging, Security, Shadow Staff, Fire Marshal, and Fogger / Hazer Use Charges. CAV is not responsible for the above charges or any other venue imposed charges, unless stated in this proposal. These items if applicable will be billed separately by the venue or its agents.

**ON-SITE ADDITIONS/CHANGES:** Should additional equipment be required on show site which was not originally specified, all costs related to these additions or changes will be the responsibility of the Customer. These additions will not be subject to any applicable discount.

**LIABILITY:** CAV will use due care in processing and scheduling the work of the Customer, but it will be responsible only to the extent of correcting any errors which are due to the equipment operators and / or equipment of CAV. The liability of CAV with respect to this Agreement shall in any event be limited to the total compensation for the services provided under this Agreement and shall not include any contingent liability. The Customer further agrees that CAV will not be liable for any lost profits, or for any claim of demand against the Customer by any other party. In no event shall CAV be liable for consequential damages even if CAV has been advised of the possibilities of such damages.

**OTHER:** These prices do not include electrical orders from AmpRite Electrical Services Department.

**WAIVER:** No waiver of any provision of this agreement shall constitute a waiver of any provision hereof, nor shall any other waiver constitute a continuing waiver.

**PAYMENT TERMS:** All audio-visual and internet charges will be billed to the credit card provided. Should collection procedures become necessary, the Customer agrees to pay attorney fees, court and all other reasonable costs of collection.

Entire Agreement. This Agreement represents the complete agreement and understanding of the parties with respect to be subject matter Here in, and super- sedes any other agreement or understanding, written or oral. The Agreement may only be modified by a writing, signed by both parties.

Authorized Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_