



Exhibitor Order Form

To place an order for audio visual equipment for your exhibit booth, please fill out this form and return it via email to exhibitservices@turningpointav.com

Onsite Information

Event name:	Booth number:
Company name:	Set up Date/Estimated Time:
Onsite contact name:	Removal Date/Estimated Time:
Onsite contact phone number:	

Billing Information

I would like to pay via check credit card (PayPal)

Company name:	Contact email address:
Contact name:	Contact mailing address:
Contact phone number:	

Upon return of this form, you will be invoiced via email with total amount due and payment instructions.

Equipment <small>All equipment is charged on a per event basis</small>	Advance Price <small>ordered prior to 10 days of show start date</small>	Standard Price <small>ordered within 10 days of show start date, subject to availability</small>	Quantity
32" LED Monitor (HDMI input) w/ tripod pole stand	\$450.00	\$900.00	
50" LED Monitor (HDMI input) w/tripod pole stand	\$950.00	\$1,900.00	
3,000 Lumen LCD Projector Package (Includes LCD projector and 6' Tripod Screen)	\$700.00	\$1,400.00	
Wireless Handheld Microphone w/floor stand and (1) Powered Speaker	\$550.00	\$1,100.00	
(6) Colored LED uplights	\$400.00	\$800.00	
PC Laptop w/ Microsoft Office	\$600.00	\$600.00	

Please list any other items you may require and Turning Point AV will contact you with availability and pricing:

Labor – All exhibit hall AV setups will be charged a \$75.00 basic set up and removal fee.

Power – All power needs should be directed to your exhibit contractor at the venue. Turning Point AV does not provide power.

Customer Service Inquires: Call: 855-487-2811 x213 | Email: exhibitservices@turningpointav.com

Exhibitor Rental Terms and Conditions

Turning Point AV agrees to rent equipment and provide service in accordance with the following stipulations:

- The rental period is all or any portion of 1-7 days. Client agrees to pay rental fee stipulated for the period stated. If equipment is used for a longer period, additional rental fees will be accrued.
- This contract supersedes any and all previous verbal or written contracts and is held inviolable unless mutually agreed in writing.
- These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Turning Point AV at any time.
- Equipment cancellation charges will be incurred at 100% for cancellations within 7 days of your event.
- The cancellation at any time of custom made products, such as gobos or items imprinted with custom logos, will be charged at 100%.
- Turning Point AV is not responsible for contractual agreements between Client and venue regarding audio visual.
- All request for services after your arrival are subject to the availability of the equipment and the services of our technicians.
- Set up and Strike times indicated on this form are an estimate and Turning Point AV will set and strike are subject to change.
- Emergency service will be billed at the prevailing rate.
- If you are uncertain of your requirements or for any changes you must notify the Turning Point AV Event Production Manager.
- PAYMENT TERMS: All payment must be received in full before delivery of equipment. A 5% monthly service charge is payable on all overdue balances.
- Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, Government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
- In the event of a dispute between parties, payment due period will be extended until the dispute between parties is resolved. The prevailing party in such a dispute shall recover attorney's fees and cost incurred.
- If necessary to enforce the collection of amount due under this contract, Client agrees to pay all collection costs and charges including court costs and attorney's fees.
- If you are bringing a computer that will be used for presentation purposes during your event, the computer should be tested with the show equipment. Turning Point AV recommends testing the equipment to ensure compatibility and a smooth show. Please be sure you are familiar with the operation of both your computer and software.
- All equipment rentals are based upon a per room basis and not to be taken out of initial set up room for use elsewhere, unless other arrangements have been agreed to by client and Turning Point AV.