



EXHIBIT ORDER FORM

Katherine Thompson Event Technology | office: 202-639-5732, cell: 301-367-2686

EQUIPMENT RENTAL	Qty	Day Rate	Days	Total
VIDEO				
24" Display Monitor		\$250.00		\$0.00
32" Display Monitor		\$350.00		\$0.00
50" Display Monitor		\$500.00		\$0.00
65" Display Monitor		\$625.00		\$0.00
5,000 Lumen LCD Projector		\$500.00		\$0.00
10,000 Lumen Laser Projector		\$975.00		\$0.00
6'- 8' Tripod Screen w/Skirt		\$100.00		\$0.00
6'x10' Fastfold Screen w/Skirt		\$350.00		\$0.00
7'x12' Fastfold Screen w/ Skirt		\$400.00		\$0.00
LIGHTING				
Source 4 Leko		\$50.00	-	\$0.00
6 Channel Dimmer Pack		\$75.00		\$0.00
LED Color Par Up-light		\$75.00		\$0.00
Lighting Control Board		\$75.00		\$0.00
AUDIO				
Wired Microphone w/ Stand		\$85.00		\$0.00
UHF Wireless Microphone		\$210.00		\$0.00
4/6 Channel Mixer		\$75.00		\$0.00
12 Channel Mixer		\$150.00		\$0.00
Tower Speaker w/Subwoofer		\$150.00		\$0.00
QSC Loudspeaker		\$125.00		\$0.00
QSC Subwoofer		\$125.00		\$0.00
Computer Audio Interface		\$50.00		\$0.00
COMPUTER				
PC Laptop Computer		\$240.00		\$0.00
Macbook Pro Laptop Computer		\$270.00		\$0.00
Computer Video Adapters		\$50.00		\$0.00
Computer Presentation Advancer		\$50.00		\$0.00
ACCESSORIES				
Flip Chart w/ Pad & Markers		\$70.00		\$0.00
Flip Chart w/ Adhesive Pad & Markers		\$90.00		\$0.00
Whiteboard w/ Markers & Eraser		\$95.00		\$0.00
AV Cart w/ Skirt		\$30.00		\$0.00
EXHIBIT POWER				
25' Extension Cord and Power Strip		\$25.00		\$0.00
25' Extension Cord and Power Cube w/USB		\$35.00		\$0.00
INTERNET ACCESS				
Wireless Internet Connection		\$25.00		\$0.00
Wired Connection		\$125.00		\$0.00
TOTALS				
Equipment Total				\$0.00
Labor (Set/Strike)		\$125		\$0.00
Service Charge			26%	
Sub Total				\$0.00
(On-Site Orders) Late Order Premium			20%	\$0.00
Tax			6.00%	\$0.00
TOTAL				\$0.00

<i>Please Print Clearly & Fill Out Completely</i>	
EXHIBITOR CONTACT INFORMATION	
Company:	
Order Contact:	
Address:	
City:	
State:	
Zip Code:	
Tel:	
EXHIBITOR DELIVERY INFORMATION	
Room/Booth #:	
Site Contact:	
Cell Phone:	
Delivery Date:	
Delivery Time:	
Received By:	X: _____
Pick-Up Date:	
Pick-Up Time:	
Delivered By:	X: _____
PAYMENT INFORMATION	
Payment Type:	Credit Card <input type="checkbox"/> Company Check <input type="checkbox"/>
	(Payable to: Inspire)
Card Type:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX
Card Number:	
Card Exp Date:	
3-digit #:	
Name on Card:	
Billing Address:	
Are you the Card Holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a Corporate Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Signed:	
Signature:	

-Exhibitors are responsible for any/all lost or damaged equipment.
 -A 25% fee will apply for all orders cancelled less than 72 hours prior to delivery.
 -Cancellations after delivery is set up will be charged at 100%.
-ALL EXHIBITORS NEED TO BE PRESENT AT THE TIME REQUESTED FOR DELIVERY.
ALL EQUIPMENT WILL STILL BE CHARGED AT 100%.
 -IF YOU NEED ASSISTANCE COMPLETING YOUR ORDER, PLEASE CALL (202) 639-4387.