

SHOW	
BOOTH #	
NAME	
PHONE	

PRICES LISTED ARE FOR THE DURATION OF SHOW

For items not listed on this form or custom installation services, please email us at tradeshow@aavevents.com

DATA DISPLAYS	Qty	Rate	Total

VIDEO EQUIPMENT	Qty	Rate	Total

COMPUTER SYSTEMS	Qty	Rate	Total

COMPUTER PERIPHERALS	Qty	Rate	Total

AUDIO EQUIPMENT	Qty	Rate	Total

MISC ACCESSORIES	Qty	Rate	Total

<p align="center">American Audio Video 1101 Copeland Oaks Dr. Morrisville, NC 27560 USA (Office) 919-361-1151 (Fax) 919-405-2380 (Email) tradeshow@aavevents.com FOR EMERGENCY SERVICES PLEASE CALL 919-361-1151</p>	RENTAL TOTAL	
	DELIVERY & HANDLING	
	SALES TAX	
	AMOUNT DUE	

AGREEMENT

RENTAL FEES

Orders must be received by American Audio Video five (5) business days prior to delivery.
Orders placed after this date will be assessed a 15% surcharge. Orders placed on-site will be assessed a 25% surcharge.
Surcharges are not calculated on this form. If a surcharge applies, you will be contacted for authorization of new amount.

CANCELLATION POLICY

Cancellation of rental equipment must be made 72 hours prior to delivery.
No refund will be issued for cancellations less than 72 hours prior to delivery.

EQUIPMENT AND ON-SITE SUPPORT

For equipment not listed please contact us for full list of our inventory.
Our service and back ups are continuous throughout the duration of the show.

INSTALLATION / DELIVERY/ PICK UP

A representative of your company must be present at time of delivery to sign for the equipment.
Additional charges may be assessed for extensive set ups.
American Audio Video is not authorized to pick up equipment prior to the close of the show.

FACILITY CHARGES

Facility charges such as (but not limited to) carpenters, electricians, drayage, etc. will be billed directly to the exhibitor.
Electrical services, internet, furniture, trash cans and other show accessories are not included in equipment pricing.

EXHIBITOR OWNED EQUIPMENT

We charge \$75.00 per hour to work on equipment not provided by us.

PAYMENT INFORMATION

Credit Card Type			
Credit Card #		Expiration Date	
CVID			

CARDHOLDER INFORMATION

Name		Signature	
Address 1			
Address 2			
City, St, Zip			

COMPANY INFORMATION

DELIVERY INFORMATION

Company Name		On-Site Contact	
Street Address		On-Site Phone	
Suite/Office #		Booth #	
City, State, Zip		Booth Size	
Phone		Hall or Room #	
Fax		Delivery Date/Time	
Contact Name		Removal Date/Time	
Email			

All orders must be prepaid before delivery can begin

QUESTIONS? PLEASE CALL 919-361-1151 OR EMAIL TRADESHOW@AAVEVENTS.COM