

Remit to:



11001 Decimal Drive, Louisville, Kentucky 40299-2419
Telephone: 502.266.5101 Fax: 502.266.5102
Email: orders@gen-expo.com

MATS #79-2019

Audio-Visual Meeting Room
Rental Order Form

Discount Deadline Date: Wednesday, March 6, 2019

Cancellation: Cancellation after the deadline will be at 50% of prevailing rate & 100% of prevailing rate if cancelled less than 48-hours before delivery.

Late Requests: Requests after deadline will be filled as available. Additional items requested in room during set-up are not guaranteed delivery prior to event start time.

Delivery of Audio Visual equipment is conducted the day PRIOR to show opening. A Booth Delivery / Pick-up Charge of \$60.00 will be assessed on all Audio Visual Orders. This charge is non-taxable, and is included in the calculations below. Equipment will be removed immediately following final closing of event. If you have a need for any equipment that is not listed below, please direct your inquiries to the address, fax or phone number listed above.

RENTAL AGREEMENT: It is understood and agreed the customer is renting the equipment for a specific period only, and is responsible for its safe return. Customer agrees to be billed for any loss of, or damage to, rented equipment.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Projectors, Screens & Large LED Displays. Includes items like LCD or DLP Projector, Tripod Projection Screen, Fast Fold Screen, HDTV LED Display.

***** Please specify the source & output port you will be using to connect to our monitor/projector:
***** Do you want an audio signal sent from your source to the monitor?
***** What is the distance from your source to our monitor/projector? Available lengths: 6' 10' 25' 50' (Please circle your choice.)

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Display Floor Stands & Accessories. Includes items like Adjustable Dual Post Stand, Shelf for Dual Post Stand, Spandex Cover, Video Distribution Amplifier.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Laptops & Media Players. Includes items like Lenovo i5 Laptop, Lenovo i7 Laptop, HP Laserjet Printer, Digital Media Player, Blue Ray Player.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Presentation Accessories. Includes items like Flipchart w/ pad of paper & markers, Wireless Remote, Rolling AV Cart.

Table with columns: QTY, DESCRIPTION, DISCOUNT RATE, STANDARD RATE, EXTENSION. Section: Audio. Includes items like Wired Handheld Microphone, Shure Wireless UHF Microphone, Wireless UHF Headset, D/I Box Laptop Sound Port, 4 Channel Audio Microphone Mixer, 14 Channel Audio Microphone Mixer, watt Powered Speaker, Desktop Computer Speakers, Kentucky Exposition Center House Sound Patch Fee.

Onsite Contact: _____ Cell#: _____
Requested Delivery Date & Time: _____
Requested Pick-up Date & Time: _____
Delivery / Pick-up Charge: \$ 75.00
Subtotal This Form: \$ _____

Copy this subtotal to the Payment Authorization Form where 6% SALES TAX will be calculated.

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.
Yes, I have reviewed the Payment Policy and enclosed the Payment Form. All orders are subject to the terms and conditions as outlined on the payment form.
Booth Number: _____
Company Name _____ Phone _____
Street Address _____ Fax _____
City / State / Zip _____ Print Name _____
Email _____ Signature _____ Date _____