



REQUEST FOR AUDIO/VISUAL RENTAL

NAME OF EVENT: _____ EVENT DATES: _____ BOOTH NUMBER: _____

COMPANY NAME: _____ PHONE: _____

FAX: _____ EMAIL ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

AUTHORIZED BY: _____

SIGNATURE: _____ DATE: _____

** ALL ITEMS LISTED ARE BILLED PER ITEM / PER DAY, UNLESS OTHERWISE NOTED OR QUOTED BY YOUR CATERING MANAGER

AUDIO	QUANTITY	RATE EACH/PER DAY	TOTAL
4 CHANNEL MIXER		\$50	
8 CHANNEL MIXER		\$60	
150W MACKIE AMPLIFIER WITH 2 SPEAKERS AND STANDS		\$200	
POWER SUB FOR MACKIE SPEAKERS		\$150	
HOUSE AUDIO SYSTEM TAP CONNECTIONS FOR IPOD, DVD, COMPUTER, ETC 1/8"		\$65	
FLOOR/TABLE PODIUM (MICROPHONE EXTRA)		\$50	
DIGITAL PODIUM (IMAGE REQUIRED)		\$150	
WIRED HAND HELD MICROPHONE		\$50	
WIRELESS HAND HELD MICROPHONE		\$125	
WIRELESS LAPEL MICROPHONE (LAVALIERE)		\$125	
FLOOR OR TABLE STAND FOR MICROPHONE		\$20	
TOTAL			

VIDEO	QUANTITY	RATE EACH/PER DAY	TOTAL
EXECUTIVE MEETING PACKAGE PROJECTOR ACCEPTS VGA HDMI INPUTS - INCLUDES PROJECTOR, SCREEN + AV CART		\$400	
EVENT PRESENTATION PACKAGE 2-PROJECTORS, 2-SCREEN VGA/HDMI, SOUND TAP, 2 WIRELESS MICS, 8'X20' STAGE AT 18", 24" OR 30", BLACK PIPE & DRAPE 8'X20', 1 PODIUM, 1 POWER POINT CLICKER		\$1,500	
CLIENT SUPPORTED PROJECTOR PACKAGE SCREEN, AV CART, POWER WITH 3 OUTLETS		\$150	
32" LCD FLAT SCREEN		\$100	
42" SCREEN TV		\$145	
55" SCREEN TV		\$200	
DVD PLAYER		\$45	
4 WAY SWITCHER HDMI		\$75	
PORTABLE SCREEN 6'X6'		\$50	
PORTABLE SCREEN 10'X10/ OR 8'X10'		\$75	
VGA VIDEO/DATA PROJECTOR PORTABLE 2000 LUMEN		\$300	
TOTAL			

MISCELLANEOUS	QUANTITY	RATE EACH/PER DAY	TOTAL
4X4 DANCE FLOOR HARD WOOD		\$25	
20X20 DANCE FLOOR LARGER @ \$25 PER 4' SQUARE OR SMALLER @ -\$25 PER 4' SQUARE		\$600	
18" PER 4'X8' PIECE, 24" RISER PER 4'X8' PIECE OR 30" RISER PER 4'X8' PIECE		\$65	
ANALOG LINE WITH PHONE		\$50	
ADDITION OF CUSTOM LOGO TO MEETING ROOM READER BOARDS		\$50 PER LOGO	
A/V CART (INCLUDES EXTENSION CORD WITH 3 OUTLETS) W/POWER		\$50	
A/V TECHNICAL LABOR CHARGE		\$75/TECH PER HOUR	
POST IT FLIP CHART		\$45	
FLIP CHART		\$65	
EASEL		\$25	
4'X6' DRY ERASE BULLETIN BOARD		\$40	
ELECTRIC CHARGE FOR TABLETOP OR EXHIBIT BOOTHS EXTENSION CORDS/POWER STRIPS		\$50	
POWER STRIPS 3-8 OUTLETS (IN ADDITION TO POWER CHARGE)		\$5	
FLAG (US AND OHIO)		\$25	
HIGH SPEED INTERNET (CAT5)		\$100	
LAPTOP COMPUTER		CALL AHEAD	
LASER POINTER		\$25	
POWER POINT CLICKER		\$25	
PIPE & DRAPE 8X10 BLACK (6', 8', 10' WIDE BY 8' TALL)		\$75	
SPEAKER PHONE W/PHONE LINE (LONG DIST. EXTRA) 1-TIME PER EVENT PER ROOM		\$75	
CLASSROOM POWER		\$4 PER PERSON	
STAGE DECOR (PRICE VARIES ON SIZE OF STAGE)		\$250 - \$550	
TOTAL			

ALL BILLABLE ITEMS ARE SUBJECT TO 24% SERVICE TAXABLE CHARGE & APPLICABLE STATE & LOCAL TAXES.



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