

**MEETING ROOM AUDIO-VISUAL ORDER FORM**

900 CONVENTION CENTER BOULEVARD, NEW ORLEANS, LA 70130  
 PHONE (504) 582-3018 FAX (504) 582-3076 E-MAIL PRODUCTION@MCCNO.COM



<b>Event:</b>				<b>Event Dates:</b>			
<b>Company:</b>				<b>Meeting Room :</b>			
	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>		<b>Date</b>	<b>Start Time</b>	<b>End Time</b>
<b>Day # 1</b>				<b>Day # 4</b>			
<b>Day # 2</b>				<b>Day # 5</b>			
<b>Day # 3</b>				<b>Day # 6</b>			

<b>AUDIO</b>					
	<b>Qty.</b>	<b>Discount Rates</b>	<b>Standard Rates</b>	<b>On-Site Rates</b>	<b>Total</b>
Standing Lectern		\$35.00	\$42.00	\$54.60	
Table Top Lectern		\$35.00	\$42.00	\$54.60	
Standard Wired Microphone		\$25.00	\$30.00	\$39.00	
Wired Lavalier Microphone		\$25.00	\$30.00	\$39.00	
Wireless Microphone (UHF) <input type="checkbox"/> Lavalier or <input type="checkbox"/> Handheld		\$130.00	\$156.00	\$202.80	
4 Ch. Mixer		\$35.00	\$42.00	\$54.60	
12 Ch. Mixer		\$75.00	\$90.00	\$117.00	
20 Ch. Mixer		\$100	\$120.00	\$156.00	
Audio Patch (Includes DI Box)		\$25.00	\$30.00	\$39.00	
Small Dual Speaker Sound System (Lectern/Wired Mic/ Mixer)		\$225.00	\$270.00	\$351.00	

<b>LIGHTING</b>					
Source IV Jr.- Leko (575 watt)		\$130.00	\$156.00	\$202.80	

<b>PROJECTOR</b>					
<i>All projector prices include delivery, setup, VGA cable, draped cart, and power.</i>					
LCD Projector 3000 Lumens		\$300.00	\$360.00	\$468.00	
LCD Projector 5000 Lumens		\$500.00	\$900.00	\$1,170.00	

<b>VIDEO</b>					
DVD Player		\$90.00	\$108.00	\$140.40	
32" TV Monitor		\$50.00	\$60.00	\$78.00	
35" TV Monitor		\$75.00	\$90.00	\$117.00	
32" Flat Screen Monitor		\$200.00	\$240.00	\$312.00	
42" Plasma Screen		\$250.00	\$300.00	\$390.00	
52" Plasma Screen		\$400.00	\$480.00	\$624.00	

<b>SCREENS</b>					
60" x 60" Tripod Screen		\$15.00	\$18.00	\$23.40	
84" x 84" Tripod Screen		\$25.00	\$30.00	\$39.00	
7½' x 10' Fastfold		\$80.00	\$96.00	\$126.00	
9' x 12' Fastfold		\$95.00	\$114.00	\$148.20	

<b>MISCELLANEOUS</b>					
Flip Chart Easel w/Pad/Pen		\$20.00	\$24.00	\$31.20	
42/54" Rolling Proj. Cart w/VGA Cable		\$45.00	\$54.00	\$70.20	
Speaker Timer / Que Light		\$50.00	\$60.00	\$78.00	
Laser Pointer		\$25.00	\$30.00	\$39.00	

<b>LABOR</b>				
	<b>Techs</b>	<b>Hours</b>	<b>Per Hour</b>	<b>Total</b>
Basic Technician Rates-Straight Time (4hr Minimum)			\$45.00	
Overtime - (after 8hrs.)			\$67.50	

Discount rates apply for orders received prior to thirty (30) days before event.  
 Standard rates apply for orders received within thirty (30) days.  
 Note: Full refund on cancellations outside of five (5) days. Cancellations received within five (5) days will be charged 50% of order. **Prices subject to change without notice.** All equipment must be signed for at the delivery location.

**Grand Total**

**Delivery Signature:** \_\_\_\_\_ **Pick up Signature:** \_\_\_\_\_



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## PAYMENT TERMS AND CONDITIONS

1. Orders must be received a minimum of thirty (30) days prior to scheduled event opening for discount rates. Orders received less than thirty (30) days prior to scheduled event opening will be charged at the standard rates.
2. Conditions for processing service order forms:
  - A. Payment for service must accompany service orders. **NO EXCEPTIONS!**
  - B. Personal checks will not be accepted.
  - C. Incomplete hook-ups or power requirement information will delay processing.
  - D. Booth number(s) must be identified on the face of the form.
  - E. Location of power in booth must be designated. Diagrams indicating booth orientation are required.
3. Payment in FULL must be rendered on ALL orders. **NO EXCEPTIONS!** Service will not be installed if payment is not received.
4. Rates listed for all connections include bringing the service to booth in the most convenient manner and **DO NOT INCLUDE:**
  - Labor for connecting equipment and special wiring.
  - Labor to connect booth outlets to equipment.
  - Providing other than standard female tread installations.
  - Making specialized installations.
5. Additional service charges and labor charges may be assessed for installations. Payment must be rendered **IN FULL** when billed during the event. Service may be interrupted if payment is not received. **NO EXCEPTIONS.**
6. Claims will not be considered unless filed in writing by exhibitor prior to close of event.
7. Credit will not be given for service installed and not used.
8. There is a 10% charge to change and reprocess the method of payment submitted for an account.

### INTERNATIONAL EXHIBITORS

We require 100% pre-payment of orders. Any orders or services placed at show site must be paid at the show. Payment may be made by check in U. S. funds drawn on a U. S. bank.

### UNPAID BALANCES

Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 45 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1/5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-payment bases only. Unpaid balances of \$100.00 or less must be paid at show site.