



Exhibitor Audio Visual Order Form

*Prices are for Duration of Show
Please Print Clearly*

SHOW NAME:	_____
VENUE:	KICC or KEC
SETUP DATE:	_____ Del time
END DATE:	_____ Pickup Time

FOR DISCOUNT PRICE, ORDER MUST BE RECEIVED WITH PAYMENT 14 DAYS PRIOR TO EVENT SHOW DATE

	Qty	LCD/Plasma Displays, Screens & Accessories:	DISCOUNT RATE	STANDARD RATE	Extended Totals
		19" LCD Display (for computer source only)	\$ 100.00	\$ 125.00	\$ -
		26" LCD Display	\$ 200.00	\$ 250.00	\$ -
		32" LCD Display	\$ 300.00	\$ 375.00	\$ -
		42" Plasma display (1024X768)	\$ 640.00	\$ 800.00	\$ -
		50" Plasma display (1024X768)	\$ 1,000.00	\$ 1,250.00	\$ -
		Dual Post Stand for LCD or Plasma Display	\$ 150.00	\$ 187.50	\$ -
		Shelf for Dual Post Stand	\$ 35.00	\$ 50.00	\$ -
		Tripod Screen (6'X6') or (8'X8') w/ skirt	\$ 75.00	\$ 93.75	\$ -
		Computers			
		Desktop computer - 19" Display P4 3.2GHz / 2GB RAM / 80GB HD / WIN XP / OFFICE 2010	\$ 160.00	\$ 200.00	\$ -
		Laptop computer - 15" Display Pi3 2.4GHz / 2GB RAM / 320GB HD / WIN 7 / OFFICE 2010	\$ 200.00	\$ 250.00	\$ -
	Projectors				
		2000 Lumen Projector (XGA)	\$ 500.00	\$ 625.00	\$ -
		3000 Lumen Projector (XGA)	\$ 700.00	\$ 875.00	\$ -
	Miscellaneous A/V				
		DVD or VHS Player	\$ 75.00	\$ 93.75	\$ -
		Wireless Presenter Remote for PC/Laptop	\$ 40.00	\$ 50.00	\$ -
		Standing Lectern	\$ 150.00	\$ 187.50	\$ -
		36" Rolling AV Cart w/skirt	\$ 40.00	\$ 50.00	\$ -
		48" Rolling AV Cart w/skirt	\$ 50.00	\$ 62.50	\$ -
		Flipchart w/markers	\$ 60.00	\$ 75.00	\$ -
		"A" Frame Easel	\$ 20.00	\$ 25.00	\$ -
	Audio Equipment				
		Small PA System (2-10" Speakers on stands+wired mic)	\$ 275.00	\$ 343.75	\$ -
		Larger PA System (2-15" Speakers on stands+ wired mic)	\$ 380.00	\$ 475.00	\$ -
		Wired handheld microphone	\$ 60.00	\$ 75.00	\$ -
		Wireless microphone (lavaliere or handheld)	\$ 240.00	\$ 300.00	\$ -
		Powered 8" Speaker on stand	\$ 80.00	\$ 100.00	\$ -
		CD Player	\$ 50.00	\$ 62.50	\$ -

Fax Orders to 502-815-6601 or call 502-815-6607 For Questions

Ordered By: _____	Equipment Total	\$ -
Company: _____	6% State Sales Tax	\$ -
Address: _____	Labor (20%)	\$ -
City/State/Zip: _____	Total Due	\$ -
Phone/Fax: _____		
Email: _____		
Booth # _____	Payment Method (circle one)	
Booth Name: _____	<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Check	
On-Site Contact: _____	Acct.#:	_____
Mobile Phone: _____	Exp Date:	_____
Additional Info: _____	VCODE:	_____
	Signature:	_____

Payment is required to reserve equipment - Strict cancellation fees may apply - Thank you for your business!

Smart City is the preferred AV provider for:



Smart City AUDIO/VISUAL SERVICE AGREEMENT

GENERAL TERMS AND CONDITIONS OF RENTAL OR SALE

HOURS OF OPERATION: Our AV office hours are 8am – 5pm Monday through Friday with emergency hotline available. Our offices are closed New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

24-HOUR SERVICE: A technician is on call 24-hours to serve our customers. Our AV Emergency Tech number is on our voice mail recording and may be issued to clients, as necessary, to ensure the comfort level they require. Services required on short notice may be subject to minimum labor charges and equipment substitution based on availability.

LABOR POLICY: Overtime (1.5x) rates are charged Monday through Friday before 8AM and after 5PM, weekends, and holidays. Hourly Rate Daily Scale: After 10 hours worked, hourly rates increase (1.5x). After 12 hours worked, hourly rates increase (2.0x). Day rates are billed at a 10 hour rate. After 10 hours worked in one day, labor rates are calculated hourly at an increased rate (1.5x). After 12 hours worked, the hourly rate increases (2.0x). Labor is calculated in hour and half-hour increments only. Weekend labor requests are subject to a 4 hour minimum call.

PRICING: Quoted prices may not include tax or variable expenses such as shipping, delivery or labor charges. The customer agrees to pay SMART CITY for the total charges.

PAYMENT: All orders are to be paid in ADVANCE. If not paid within these terms, customer agrees that the invoice shall be subject to interest from the due date; and if not paid, customer agrees to pay all of SMART CITY'S cost of collection, including attorney's fees. Acceptable forms of payment are cash, company check, Mastercard, Visa, Discover or American Express. Personal checks are accepted with proper identification. The customer agrees to pay a service charge of \$50.00 applied to each returned check accepted for payment by SMART CITY.

EXCEPT AS EXPRESSLY PROVIDED, THERE IS NO WARRANTY OR GUARANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE; OR ANY OTHER KIND, EXPRESSED OR IMPLIED, WITH RESPECT TO THE SERVICES PERFORMED OR EQUIPMENT PROVIDED BY SMART CITY.

RENTAL TERMS AND CONDITIONS

RESPONSIBILITY: The customer accepts full financial responsibility for rental items and accessory items from the time of receipt or delivery until the time of return to SMART CITY personnel. The customer has inspected and has found all equipment delivered under this agreement to be in good condition and working order. The customer agrees to return said equipment to SMART CITY in the same good condition and working order as upon delivery. Customer agrees to immediately notify SMART CITY of any and all problems or concerns; or will accept all financial responsibility for the equipment in their possession. SMART CITY will use reasonable efforts to assist Customer in complying with its corporate policies as furnished to SMART CITY; provided, that SMART CITY will not be held liable to the Customer or any other party for failure to adhere to the Customer's corporate policies, except due to SMART CITY's willful misconduct or gross negligence.

CHARGES: The customer agrees to pay all rental charges for the equipment delivered at the daily rates set forth in the agreement for each day or partial day until the equipment is returned to SMART CITY.

CANCELLATIONS: Rental orders cancelled upon delivery will be charged 50% of one day's rental charge for SMART CITY's equipment, sublet items, applicable delivery and labor charges. In the event that the rental includes labor and is cancelled upon delivery or day of delivery, SMART CITY will invoice customer for all labor charges scheduled for that day. Credit will not be given for service(s) installed but not used.

DELIVERY: Delivery and pick up service is available. The delivery charge is based on dollar amount of rental and delivery site. Customer pick-up rental orders may be picked up after 3pm on the day prior to usage date and need to be returned before 10am on the day following usage to avoid any additional rental charges. Any deviation must be pre-authorized.

DEPOSITS: A security or damage deposit may be required. Deposits may be applied to invoice, refunded upon return or applied to late return charges, loss or damage.

CUSTOMER SERVICE ISSUES: Service claims must be reported to a Smart City representative. Service claims will not be considered unless filed in writing by customer prior to close of show.

SALE TERMS AND CONDITIONS

TITLE: Title to goods or materials covered by this agreement remains with SMART CITY until the full purchase price is paid.

PAYMENT: Some items may require a 100% pre-payment or a deposit of up to 50% of the purchase price. Orders for items not normally stocked will require full pre-payment and are non-refundable after the date the item is ordered. Any deviation must be pre-authorized.

RETURNS: Sold merchandise may not be returned without prior authorization and is subject to SMART CITY's inspection. All original packaging is required. Return freight charges must be prepaid. A minimum handling or re-stocking fee of 10% will be charged on all returned goods unless the return is due to the error of SMART CITY. Credit may also be subject to factory approval and the credit shall be the lower of the purchase price or SMART CITY's selling price at the time of return.

SHORTAGES: Shortages and/or claims must be made within seven (7) days of receipt.

I HAVE READ AND AGREED TO THE TERMS CONTAINED ABOVE:

Signature

Date

Print Name