

AUDIO VISUAL ORDER FORM

(206) 269-4111 Phone
 (206) 441-6665 Fax
Attn: Kate Kurkjian
 kkurkjian@bellharbor.com

Exhibitor Information

Company Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 Email: _____
 On-Site Contact: _____
 On-Site Contact Cell #: _____

Show Information

Booth #: _____ Delivery Date: _____
 Delivery Time: _____

Payment Information

For your convenience, will use this authorization to charge your credit card account for your advance orders, and additional amounts incurred as a result of show site orders placed by your representative(s).

Visa
 Master Card
 American Express

Account Number: _____
 Expiration Date: _____ Security # (3 or 4 digit): _____
 Cardholder's Name: _____
 Address: _____
 City/State/Zip: _____
 Authorized Signature: _____

We are a full service audio visual provider.

Please Contact the planner for quotes.

Orders placed after the deadline will be subject to availability and may incur additional charges.

Prices are per day.

Installation: Equipment cannot be delivered to an empty booth. An authorized representative must sign all equipment at the time of delivery.

Credits: It is your responsibility to advise our service center representative of any problems with your equipment, and to check your invoice for accuracy prior to the close of exhibition.

Cancellation: Cancellation of equipment rental and services must be received 72 hours prior to delivery date.

Payment & Reservation: Reservation is secured by major credit card when order is placed. BHICC AV requires payment in full at the time order is placed. **A written confirmation will be sent to you once order is placed.**

I have read and understood the terms and conditions.

Signature: _____

Terms & Conditions

RENTAL AGREEMENT: All equipment rentals are based on the show rates for this specific show. Equipment charges are for show days only. Equipment delivered 1 day prior to show open will be at no additional charge. EXHIBITOR will immediately notify of any damage or loss to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and/or control. EXHIBITOR's responsibility for equipment begins once the equipment is delivered to EXHIBITOR, and ends when EXHIBITOR returns equipment to BHICC AV. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of BHICC AV in each instance. BHICC AV reserves the right to substitute like equipment.

PAYMENT TERMS: Full payment is due at the time services are ordered. All payments must be made in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional (After Deadline) charges as indicated on the order form. In any event all pre-show orders must be paid prior to show start date. All materials and equipment are on a rental basis for the duration of the show or event. It is the EXHIBITOR's responsibility to advise personnel of any problem with any order, and to check invoices for accuracy prior to the close of show. Any orders or services placed at show site must be paid at the show. These payment terms and conditions shall be governed by and constructed in accordance with the LAWS OF THE STATE OF WASHINGTON. In the event of any dispute between the EXHIBITOR and BHICC AV relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to, and shall not withhold payment, or any partial payment due to BHICC AV for its services as an offset against the amount of any alleged loss or damage. Any claims against BHICC AV shall be considered a separate transaction, and shall be resolved on its own merits. BHICC AV reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of the charges and the actual charges incurred by EXHIBITOR, or for any charges that may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

UNPAID BALANCES: Should there be any pre-approved unpaid balances after the close of the show, terms will be net, due and payable to BHICC upon receipt of invoice. Effective 30-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 prepayment basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by BHICC AV shall either be applied to reduce the principal unpaid balance or refunded to the payer.



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Show Name: _____
Group/ Vendor Name: _____
Booth/Room: _____
Event Dates: _____

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VIDEO MONITORS \ PROJECTORS	QTY	Item Price	Number of Days	Extended Total
3000-lumen LCD projector		\$394.20		
32" Flat Panel Display		\$328.50		
42" Flat Panel Display		\$394.20		
50" Flat Panel Display		\$525.60		
60" Flat Panel Display		\$985.50		
Two Pole Style Floor Stand for Flat Panel Display		\$197.10		
Shelf for Two Pole Style Floor Stand		\$32.85		
VIDEO PLAYERS & RECORDERS				
DVD player		\$72.27		
MiniDV player/recorder		\$65.70		
COMMUNICATIONS				
Analog phone line-restricted (local & toll free only)		\$105.12		
Analog phone line-unrestricted (unlimited long distance)		\$262.80		
Wired Internet Patch		\$111.69		
4 Port Network Switch		\$65.70		
Complimentary High Speed Wireless at 9megs on 3rd Floor				
COMPUTERS & ACCESSORIES				
Laptop Computer <input type="checkbox"/> PC <input type="checkbox"/> Mac		\$262.80		
Desktop computer <input type="checkbox"/> PC <input type="checkbox"/> Mac		\$262.80		
Powered Computer Speaker		\$65.70		
19" Flat Panel Monitor		\$98.55		
22" Flat Panel Monitor		\$131.40		
24" Flat Panel Monitor		\$197.10		
Wireless PowerPoint clicker		\$32.85		
POWER				
Extension Cord & Power Strip (power not included)		\$19.71		
500Watt Power to Booth or Table		\$98.55		
1000Watt Power to Booth or Table		\$131.40		
Dedicated circuits up to 20 amps		\$164.25		
DISPLAY				
Tripod Display Easels		\$19.71		
5', 6' or 8' Tripod Projection Screen		\$65.70		
Banner Hanging		\$32.85		
10 X 12 Black Velour Panels (Includes Hardware)		\$197.10		
10'W X 12'H Pipe for Banner Hanging (Includes Hardware)		\$98.55		
Prices include 9.5% tax and 20% service fee				Total