

Meeting Services, Inc. Audio Visual Services Order Form Town and Country Resort & Convention Center

SHOW NAME: _____
 SHOW DATES: _____
 DELIVERY DATE: _____
 PICKUP DATE: _____

ROOM NAME: _____
 BOOTH NUMBER: _____
 CONTACT NAME: _____
 CONTACT PHONE: _____

EQUIPMENT RENTAL

QTY	VIDEO	Daily Rate	Show Rate (4-7 Days)	Total
	Tripod Screen 6' or 8'	\$45.00	\$180.00	
	10' x 10' C Screen (Table Top)	\$65.00	\$260.00	
	6' x 8' Screen w/Black Dress Kit	\$135.00	\$540.00	
	7.5' x 10' Screen w/Black Dress Kit	\$150.00	\$600.00	
	9' x 12' Screen w/Black Dress Kit	\$180.00	\$720.00	
	10.5' x 14' Screen w/Black Dress Kit	\$225.00	\$900.00	
	12' x 16' Screen w/Black Dress Kit	\$325.00	\$1,300.00	
	XP21 LCD Projector (2.5K Lumens)	\$250.00	\$1,000.00	
	WXU700 LCD Projector (3.5K Lumens)	\$400.00	\$1,600.00	
	XU4000 LCD Projector (4K Lumens)	\$500.00	\$2,000.00	
	XU2000 LCD Projector (7K Lumens)	\$750.00	\$3,000.00	
	DVD Player	\$50.00	\$200.00	
	Scan Converter (Switch Computer and DVD)	\$300.00	\$1,200.00	
	Projector Cart Package (includes all cables)	\$35.00	\$140.00	

QTY	AUDIO	Daily Rate	Show Rate (4-7 Days)	Total
	Wired Microphone - Lectern or Standing	\$40.00	\$160.00	
	Wireless Microphone - Lavalieri	\$125.00	\$500.00	
	Wireless Microphone - Handheld	\$125.00	\$500.00	
	4 Channel Audio Mixer	\$40.00	\$160.00	
	6 Channel Audio Mixer	\$60.00	\$240.00	
	8 Channel Audio Mixer	\$80.00	\$320.00	
	12 Channel Audio Mixer	\$150.00	\$600.00	
	Set of Self Powered Speakers w/Stands	\$150.00	\$600.00	
	CD Player	\$25.00	\$100.00	
	Computer / iPod Audio Interface	\$15.00	\$60.00	
	Set of Two Small Computer Speakers	\$25.00	\$100.00	

MEETING SUPPORT

	Overhead Projector with Stand	\$35.00	\$140.00	
	Flipchart with Pad & Markers	\$35.00	\$140.00	
	Flipchart with POST IT Pad & Markers	\$50.00	\$200.00	
	Whiteboard with Markers	\$35.00	\$140.00	
	Laser Pointer "Red"	\$15.00	\$60.00	
	USB Wireless Mouse	\$25.00	\$100.00	
	Wireless Slide Advancer	\$15.00	\$60.00	
	Black, Blue, or Grey Velour Drapery	\$14/ft.	\$10/ft.	
	Lectern Lighting Package (2 stands with 2 lighting fixtures each and cables included)	\$250.00	\$1,000.00	

MONITORS

	20" Flat Panel Monitor w/Table Stand	\$75.00	\$300.00	
	26" Sharp LCD Monitor w/Table Stand	\$100.00	\$400.00	
	32" Sharp LCD Monitor w/Table Stand	\$150.00	\$600.00	
	42" Sharp LCD Monitor w/Table Stand	\$225.00	\$900.00	
	52" Sharp LCD Monitor w/Table Stand	\$300.00	\$1,200.00	
	7' Dual Pole Stand	\$50.00	\$200.00	

QTY	COMPUTERS, PRINTERS & COPIERS	1-3 days	4-7 days	Total
	PC Laptop with Windows 7 or XP Pro, 2Ghz, 17" Screen, 4GB RAM, 256M Video, CD/DVD, WiFi Card, and wired Mouse.	\$200.00	\$325.00	
	PC Desktop with Windows 7 or XP Pro, 2.8Ghz, 2GB RAM, 256M Video, CD/DVD, 17" LCD Monitor, Keyboard, and wired Mouse.	\$150.00	\$250.00	
	B&W Desktop Printer (55 ppm)	\$225.00	\$375.00	
	Color Desktop Printer (45 ppm)	\$350.00	\$525.00	
	Mid-Size B&W Copier (45 ppm)	\$600.00	\$750.00	
	Mid-Size Color Copier (30 ppm)	\$750.00	\$900.00	



PAYMENT INFORMATION

Name of Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Email Address: _____

1. SUBTOTAL OF CHARGES	\$ _____
2. MULTIPLY LINE 1 BY 7.75% SALES TAX	\$ _____
3. MULTIPLY LINE 1 BY 19% SERVICE CHARGE	\$ _____
TOTAL CHARGE	\$ _____

PAYMENT METHOD

- Check Enclosed (Payable to Meeting Services, Inc.)
 VISA Mastercard American Express Discover

*19% service charge provides labor for equipment preparation, setup, and removal.
 For additional audio visual or labor needs, please contact us for an estimate.*

Cardholder's Name: _____
 Card #: _____ Exp. Date: _____
 CVV2 #: _____ (3 digits on back of Visa/MC - 4 digits on front of AMEX)
 Signature: _____ Date: _____

Please email, mail or fax this form to:

**Meeting Services, Inc.
 500 Hotel Circle North, San Diego, CA 92108**

TEL 619.291.8770 • FAX 619.574.6712 • tcoffice@msiprod.com

Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.