

RETURN THIS FORM TO:  
 PCCA ORDER PROCESSING  
 1101 Arch Street  
 Philadelphia, PA 19107  
 Phone: (215) 418-4800  
 Fax: (215) 418-4805  
 showservices@paconvention.com



AN **SMG** MANAGED FACILITY

**NACAC-PHILADELPHIA  
 ADVANCED RATE DEADLINE:  
 SEPTEMBER 22, 2018**

## EXHIBITOR AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Address: \_\_\_\_\_ Event: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exhibitor Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**CREDIT CARD AUTHORIZATION REQUIRED** for advance order, on-site charges, labor, and materials

Visa  MasterCard  Amex Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Card Holder's name: \_\_\_\_\_ Signature: \_\_\_\_\_

Check enclosed #: \_\_\_\_\_ Amount: \_\_\_\_\_

### AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)

| PRESENTATION EQUIPMENT   | QTY | ADVANCE RATE     | STANDARD RATE | TOTAL |
|--|-----|------------------|---------------|-------|
| 6' Tripod Screen   |     | \$75.00          | \$94.00       |       |
| 8' Tripod Screen   |     | \$113.00         | \$141.00      |       |
| 32" or 54" Projection Video Cart w/ Drape                            |     | \$63.00          | \$79.00       |       |
| Flipchart w/ Markers and Pad   |     | \$75.00          | \$94.00       |       |
| <b>LCD FLAT PANEL DISPLAYS</b>                                       |     |                  |               |       |
| 20" LCD Flat Panel Monitor (Data ONLY) not wall-mountable            |     | \$188.00         | \$235.00      |       |
| 24" LCD Flat Panel Display (Data & Video) Black                      |     | \$375.00         | \$469.00      |       |
| 32" HD Flat Panel Display (Data & Video) Black                       |     | \$500.00         | \$625.00      |       |
| 40" HD Flat Panel Display (Data & Video) Black                       |     | \$750.00         | \$938.00      |       |
| 52" HD Flat Panel Display (Data & Video) Black                       |     | \$1250.00        | \$1563.00     |       |
| 60" HD LED Display (Data & Video) Black                              |     | \$1625.00        | \$2031.00     |       |
| Larger LCD Flat Panel Displays available                             |     | Call for Pricing |               |       |
| Floor Stand or Table Top Stand (circle one)                          |     | \$125.00         | \$156.00      |       |
| Wall Mounting. Please Call for Pricing.*                             |     |                  |               |       |
| <b>LCD PROJECTORS</b>  |     |                  |               |       |
| 4,500 Lumen LCD Projector  |     | \$750.00         | \$938.00      |       |
| <b>LAPTOP COMPUTER</b>   |     |                  |               |       |
| Laptop Computer with MS Office                                       |     | \$313.00         | \$391.00      |       |
| <b>AUDIO/VIDEO EQUIPMENT</b>   |     |                  |               |       |
| 160 Watt Self Powered Full Range Speaker w/Stand                     |     | \$163.00         | \$204.00      |       |
| 300 Watt Self Powered Full Range Speaker w/Stand                     |     | \$213.00         | \$266.00      |       |
| Dynamic Microphone<br>Floor Stand, Podium, or Table Top (circle one) |     | \$88.00          | \$110.00      |       |
| Wireless Microphone<br>Handheld Lavalier, or Headset (circle one)    |     | \$288.00         | \$360.00      |       |
| DVD Player (single Disc)   |     | \$163.00         | \$204.00      |       |
| Blu-ray Player   |     | \$250.00         | \$319.00      |       |

#### ON SITE CONTACT INFORMATION:

On-site Contact Name: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Delivery Date/Time: \_\_\_\_\_

Pick-up Date/Time: \_\_\_\_\_

#### TOTAL CHARGES

|   |  |
|---|--|
| EQUIPMENT SUBTOTAL                          |  |
| 8% SALES TAX                                |  |
| SERVICE CHARGE*<br>(23% OF EQUIPMENT TOTAL) |  |
| <b>TOTAL AMOUNT DUE</b>                     |  |

#### SPECIAL INFORMATION:

\*If your equipment requires installation labor, an additional labor fee will be applied. Call for Pricing.

If order is placed within 24 hours of show opening there is an additional 25% fee.

Please contact the Show Services Department (215.418.4800) to order additional equipment.

A representative from your company must be on hand to sign for the equipment.

ADDITIONAL EQUIPMENT: \_\_\_\_\_  
 \_\_\_\_\_

# PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS) TERMS & CONDITIONS

## 1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

- a. Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
- b. For services and equipment not listed on the Service Order Form, please call the PCC's Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
- c. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

## 2. PAYMENT TERMS & CONDITIONS

- a. Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority (PCC)**, and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
- b. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
- c. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- d. Cancellation of services must be received by PCC's Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- e. It is the Customer's responsibility to advise PCC's Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- f. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- g. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- h. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- i. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

## 3. RENTAL TERMS AND CONDITIONS

- a. A representative of Customer must be present to sign for delivery of equipment.
- b. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- d. All equipment is subject to inspection and approval by PCC prior to connection to service.
- e. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
- f. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Show Services Desk.
- g. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- h. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth No: \_\_\_\_\_