

**RETURN THIS FORM TO:**  
**PCCA ORDER PROCESSING**  
 1101 Arch Street  
 Philadelphia, PA 19107  
 Phone: (215) 418-2175  
 Fax: (215) 418-4713  
 avservices@paconvention.com



**MARKET PLACE EVENTS  
 HOME SHOW  
 JANUARY 14-22, 2012  
 ADVANCE ORDER DATE:  
 DECEMBER 20, 2012**

## 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	125.00	
8" Tripod Screen		120.00	170.00	
32" or 54" Projection Video Cart w/ Drape		60.00	110.00	
Flipchart w/ Markers and Pad		75.00	125.00	
Whiteboard w/ Markers & Erasers		60.00	110.00	
LCD FLAT PANEL DISPLAYS				
17" LCD Flat Panel Monitor (Data ONLY)		225.00	275.00	
19" LCD Flat Panel Monitor (Data ONLY)		345.00	395.00	
24" LCD Flat Panel Display (Data & Video) Black		570.00	620.00	
32" HD Flat Panel Display (Data & Video) Black		855.00	905.00	
42" HD Flat Panel Display (Data & Video) Black		975.00	1025.00	
Large LCD Flat Panel Displays available		Call for Pricing		
Floor Stand		n/c	n/c	
Wall Mount or Table Top Stand (circle one)		75.00	125.00	
LCD PROJECTORS				
4,500 Lumen LCD Projector		1000.00	1050.00	
LAPTOPS & DESKTOP COMPUTERS				
Laptops and Desktops available		Call for Pricing		
AUDIO/VIDEO EQUIPMENT				
160 Watt Self Powered Full Range Speaker w/Stand		195.00	245.00	
300 Watt Self Powered Full Range Speaker w/Stand		255.00	305.00	
Dynamic Microphone Floor Stand or Table Top (circle one)		90.00	140.00	
UHF Wireless Handheld Microphone		330.00	395.00	
UHF Wireless Lavalier Microphone		330.00	395.00	
Wireless Headset Microphone		330.00	395.00	
DVD Player (single disc)		135.00	185.00	
1/2" VHS Video Cassette Player/Recorder		135.00	185.00	

**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	
LABOR SERVICES <small>(PLEASE SEE SPECIAL INFORMATION)</small>	
<b>TOTAL AMOUNT DUE</b>	

**SPECIAL INFORMATION:**

Please contact the Audio Visual Services Department (215.418.2175) to order additional equipment.

Labor Services will be charged at a minimum of 1/2 hour for set up and 1/2 hour for strike at the prevailing stagehand rate for exhibit hall booth equipment. Large equipment orders may require more labor time – please call the Audio Visual Services Department to confirm.

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 PCCA's Audio Visual Services Department at (215) 418-2175 or e-mail avservices@paconvention.com.
- c. Completed Service Order Forms should be submitted to PCCA Service Order 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 (PCCA)**, 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 PCCA 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 PCCA's AV Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- e. Labor rates are based on current prevailing wages and are subject to change. **Calculation of Stagehand Labor Rates are as follows: Straight Time Rate (M-F first 8 hours of the day), Overtime Rate (Saturdays and after the first 8 hours worked M-F), and Double Time Rate (Sundays).**
- f. It is the Customer's responsibility to advise PCCA's AV Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- g. Claims regarding services provided by the PCCA should be filed by Customer within 90 days of receipt of a final invoice.
- h. Requests for refunds of overpayments must be submitted to PCCA's Finance Department within 90 days of receipt of the final invoice.
- i. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- j. For companies exempt from sales tax, PCCA 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 PCCA and/or its sub-contractors shall remain the property of PCCA and/or its sub-contractors.
- c. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA safety standards.
- d. All equipment is subject to inspection and approval by PCCA prior to connection to service.
- e. It is understood and agreed that Customer is renting PCCA'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 PCCA in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCCA 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 PCCA 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 PCCA Service Desk.
- g. PCCA 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 PCCA. PCCA 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 PCCA, 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: \_\_\_\_\_

RATES EFFECTIVE JULY 1, 2011 THROUGH DECEMBER 31, 2011