



Renaissance Cleveland Hotel
Trade Show A/V Order Form

24 Public Sq. Cleveland, Ohio 44113

For Questions Call: 216-902-4047

FAX this form to: 216-902-4029

Basic A/V Equipment Options - Per Day Charge

Equipment Type	Qty. Req.	Price- Advance Order	Price- Within 72 hrs. of Load-In	Sub-Total
40" LCD Hi-Def Monitor (Accepts video and computer input - on tall stand)		\$400 <i>\$534.44 w/ tax, service charge</i>	\$450 <i>\$601.25 w/ tax, svc. charge</i>	
24" LCD Computer Monitor (16:10 Aspect Ratio. Accepts DVI/VGA input - on table stand)		\$125 <i>\$167.02 w/ tax, service charge</i>	\$150 <i>\$200.42 w/ tax, svc. charge</i>	
3000 Lumen LCD Projector		\$400 <i>\$534.44 w/ tax, service charge</i>	\$450 <i>\$601.25 w/ tax, svc. charge</i>	
6' Tripod Screen		\$60.00 <i>\$80.17 w/ tax, service charge</i>	\$75 <i>\$100.21 w/ tax, service charge</i>	
Signage Easel		\$15 <i>\$20.04 w/ tax, service charge</i>	\$20 <i>\$26.72 w/ tax, service charge</i>	
Hi Speed Internet Connection (Wired)		\$250 <i>\$334.03 w/ tax, service charge</i>	\$350 <i>\$467.67 w/ tax, service charge</i>	
Windows Desktop Computer (Includes flat panel monitor)		\$125 <i>\$167.02 w/ tax, service charge</i>	\$175 <i>\$233.82 w/ tax, service charge</i>	

Customer and Event Information - PLEASE PRINT CLEARLY

Show/Event Name

Street Address of Company or Organization

Show Load-In Day (DATE OF INSTALLATION)

City

Company/Organization Name

State/Province

Zip Code

Order Contact Name

Special Instructions

Order Contact Phone

Order Contact Fax

Credit Card Information

Type of Card: Visa _____ Master Card _____ American Express _____

Room Name/Booth Number

Card Number: _____

Name on Card: _____

Order Contact Email

Expiration Date: _____



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Terms and Conditions

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A/V and Internet charges are billed daily. All audio/visual and Internet services are subject to a 24% service charge.

Payment must be received 72 hours in advance of show load-in.

No equipment deliveries will be made if payment has not been received.

Equipment will be delivered when booth is constructed. Renaissance Event Technology reserves the right to delay delivery until there is a safe environment in which to set up equipment.

On-Site Technical support is available from 7A-10P daily.

For equipment or services not listed, please call us to discuss at 216-902-4047.

Please Use this Space for Any Special Instructions Regarding Your Requirements

This form is effective as of February 1, 2010. Any other order form created before this date is invalid.