



**Caribe Royale Orlando All-Suite
Hotel & Convention Center**
8101 World Center Drive Orlando, FL 32821-5408
PH: 407.238.0008 • FAX: 407.387.0155

**AUDIO VISUAL
ORDER FORM**

TO ASSURE THE ACCURACY OF YOUR ORDER, PLEASE BE SURE TO COMPLETE ALL AREAS OF THE FORM!!

| Equipment | Qty | DAILY RATE | Days Used | Extended Total | Customer Information |
|---|-----|------------|-----------|----------------|--|
| Computer and Video Equipment | | | | | Event Name: |
| 20" LCD Monitor w/ Table stand (No Floor Stands) | | \$140 | | | Company: |
| 32" LCD Monitor w/ Table Stand (No Floor Stands) | | \$260 | | | Address: |
| 42"- 46" LCD Monitor / Includes floor stand | | \$575 | | | City: |
| 55" LCD Monitor / Includes floor stand | | \$725 | | | State: |
| 65" LCD Monitor / Includes floor stand | | \$865 | | | Zip: |
| Laptop Computer - Windows based | | \$240 | | | Telephone # : |
| LCD Projector - 3000 ANSI Lumens | | \$480 | | | Fax # : |
| LCD Projector - 5500 ANSI Lumens | | \$1,030 | | | Ordered By: |
| Wireless Mouse | | \$50 | | | Email : |
| 25' VGA Cable | | \$25 | | | For special requests or additions please call 407.238.0008 . Email questions or completed form to: Gabriel Grier at ggrier@psav.com |
| Projection Screens | | | | | |
| 6' - 8' Tripod Screen - Skirted | | \$90 | | | |
| 10' Cradle Screen | | \$155 | | | Ordering Instructions |
| 12' Cradle Screen | | \$170 | | | |
| Projection Cart/Stand with Power | | \$65 | | | <p>The Total Charge per item is determined by multiplying the Quantity by the Daily Rate by the number of Days Used.</p> <p>Please include 22% Service Charge and 6.5% Sales Tax on equipment rental.</p> <p>TAX EXEMPT STATUS If you are exempt from payment of sales tax, we require you to forward a Consumer's Certificate of Exemption issued by the State of Florida. In accordance with Florida tax laws, sales tax exemption issued by a state other than the State of Florida will not be accepted.</p> <p>Operator labor, if requested, is subject to the prevailing hourly rate at a 4 hour minimum.</p> <p>On site additions are subject to additional labor.</p> <p>CANCELLATIONS 1) Written cancellation of equipment ordered must be received 72 hours prior to delivery date to avoid a minimum one day charge. 2) If services have already been provided at the time of cancellation, 100% of original charges will apply.</p> |
| Audio | | | | | |
| Speaker Phone (Telecom Line at add'l cost via Hotel) | | \$165 | | | |
| Wireless Microphone - Handheld or Lavalier | | \$190 | | | |
| Wired Microphone - Podium, Asile or Table | | \$65 | | | |
| 4 Ch. Mixer (Required for any microphone rental) | | \$70 | | | |
| Powered Speaker w/Stand | | \$140 | | | |
| Audio patch into speaker or monitor | | \$45 | | | |
| General AV | | | | | |
| Flipchart with Plain Paper Pad and 4 color markers | | \$70 | | | |
| Flipchart with "Post It" Pad and 4 color markers | | \$85 | | | |
| Cork Board 4' x 8' with stand | | \$75 | | | |
| Laser Pointer | | \$50 | | | |
| 25' Cables - Audio, Video or AC | | \$25 | | | |
| Labor | | | | | |
| Additional labor may be required for large orders; Please call for labor rate on orders of 2 or more items. | | | | | |
| Give us a brief description of what you want to accomplish. | | | | | |
| | | | | | |
| Rental Totals | | | | | Delivery Information |
| EQUIPMENT/LABOR TOTAL | 1 | \$ | | | On-Site Contact: |
| SERVICE CHARGE (22% of line 1) | 2 | \$ | | | |
| SUBTOTAL | 3 | \$ | | | Booth #: |
| SALES TAX (6.5% of line 3) | 4 | \$ | | | Room #: |
| TOTAL DUE | 5 | \$ | | | Divry Date: |
| | | | | | Time: |
| | | | | | Pkup Date: |
| | | | | | Time: |
| Method of Payment | | | | | Return for Processing |
| Card Number: _____ <i>PLEASE CHECK ONE</i> _____ Exp. Date ____/____ American Express <input type="checkbox"/> | | | | | PSAV Caribe Royale Orlando All Suite Hotel & Convention Center 8101 World Center Drive Orlando, FL 32821-5408 PH: 407.238.0008 FAX: 407.387.0155 |
| Cardholder's Name: _____ Visa <input type="checkbox"/> (as appears on card) | | | | | |
| Cardholders Signature: _____ MasterCard <input type="checkbox"/> | | | | | |
| PAYMENT IS DUE WHEN ORDER IS PLACED! | | | | | |