



Lancaster County Convention Center, 3 East Vine St, Lancaster, PA 17602  
 P: 717.207.4084 / F: 717.207.4028 / E-mail: drew.jenkins@dobil.com



## Audio Visual Exhibitor Order Form

The use of Audio Visual equipment can greatly enhance your booth and product presentation. Since the list below contains only our most frequently requested items, please call us for pricing and availability of your further requirements.

COMPANY INFORMATION		
company		
address		
city	state	zip
phone	fax	
E-mail		

EXHIBITOR INFORMATION	
ordered by	
phone	fax
E-mail	
on-site contact	
phone	fax

SHOW INFORMATION	
show name	
show location	
room/hall	booth
installation date	time
removal date	time

PAYMENT INFORMATION	
<b>MASTERCARD      VISA      AMEX</b> CHECK ENCLOSED [payable to: Boston Marriott Copley Place]	
cardholder's name	
credit card number	exp. date
authorized signature	date

*Payments MUST be made AND received one week prior to installation. Late orders will be charged a \$40.00 delivery fee.*

C O M M U N I C A T I O N S	QTY	\$
Unrestricted [Dial 9] Phone/Modem Line *		75
DID Phone Line		150
Telephone (line not included)		75
T-1 High Speed Data Line**		150

E Q U I P M E N T	QTY	\$
46" LCD Monitor (on chrome stand)		325
DVD/VHS Player		75
Small Projection Screen		55
LCD Projector (3500 lumen)		325
LED Lighting		50/light
Easel		10
Flipchart w/ markers		35
Toshiba Satellite Pro Laptop / WindowsXP		130

\* Call usage additional; \*\* one IP address

*Any orders made on site are subject to a 25% late fee. (onsite rate is effective 72 hours prior to first day of show.)*

All prices shown are based on an **ADVANCED DAILY** rental rate. A 24 hour notice is **REQUIRED** for all cancellations or the first day rental rate will be processed. A 21% **SET-UP** fee will be charged on all rentals and services. **TAX-EXEMPT** organizations **MUST** submit a copy of the proper documentation

<b>COMMUNICATIONS TOTAL</b> [excludes equipment]	<b>\$</b>
<b>21% SET-UP FEE</b> [includes ALL equipment and communications]	<b>\$</b>
<b>6% PA SALES TAX</b>	<b>\$</b>
<b>GRAND TOTAL</b>	<b>\$</b>