



Exhibitor Audio Visual Order Form

2024 NAEYC Professional Learning Institute

Hilton New Orleans Riverside Hotel, New Orleans, LA June 2-4, 2024

EQUIPMENT INFORMATION

THE FOLLOWING REFLECTS A PARTIAL LISTING. IF YOU HAVE A SPECIAL REQUEST, OR NEED INFORMATION, PLEASE NOTE BELOW OR CALL (212) 575-2500

Projectors

QTY.	ITEM	ORDER X DAYS = TOTAL
_____	Projection carts 42" or 54" high...	40.00 _____
_____	Video High End Projectors	Call _____
_____	Video Rear Screen Projectors	Call _____
_____		_____
_____		_____

Sound Equipment

QTY.	ITEM	ORDER X DAYS = TOTAL
_____	4 Channel Mixer	60.00 _____
_____	PA System (1 Powered speaker)	185.00 _____
_____	Wireless Lavalier microphone	180.00 _____
_____	Hand-held microphone	60.00 _____
_____	Wireless microphone Handheld	180.00 _____
_____		_____
_____		_____

Video Equipment

QTY.	ITEM	ORDER X DAYS = TOTAL
_____	21" LCD Monitor	150.00 _____
_____	32" LCD Monitor	200.00 _____
_____	Flat Panel Displays 60" or Larger	Call _____
_____	48" Monitor Cart w/Drape	40.00 _____
_____		_____
_____		_____

Screens & Miscellaneous

QTY.	ITEM	ORDER X DAYS = TOTAL
_____	LCD Video Projections (4000 Lumens)	450.00 _____
_____	7' x 7', 8' x 8' Tripod Screen w/Skirt	80.00 _____
_____	42" LCD w/Floor Stand	400.00 _____
_____	50" LCD w/Floor stand	500.00 _____
_____	Laptop Computer Rental	195.00 _____
_____	Miscellaneous Equipment	_____
_____		_____

Equipment total _____ + 30% OF TOTAL (DELIVERY/SET-UP/PICK-UP/SERVICE CHARGE) = **TOTAL** _____

(DELIVERY/SET-UP/PICKUP= 30% of total or \$180.00 minimum)

PAYMENT METHOD:

☐ Card Type:

NAME AS IT APPEARS ON CARD

AMEX ☐ VISA ☐ MASTERCARD ☐

MONTH YEAR

Signature

Date

CREDIT CARD NUMBER: do not leave spaces between numbers. SECURITY CODE

EXPIRATION

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD. CARD EXPIRATION DATE MUST BE VALID THROUGHOUT THE EVENT LISTED ABOVE.

1. Payment is due in advance.

2. There will be a one day charge for orders cancelled within 72 hours of delivery date.

Please return form by: May 14, 2024

3. RENTAL AGREEMENT: It is understood and agreed that the customers is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any damage or loss of equipment other than caused by normal operation.

4. Orders receive after deadline is subject to a surcharge.

NOTES:

FIRM NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ ON-SITE CONTACT: _____

BOOTH # _____ EXHIBIT CONTRACTOR: _____

DELIVERY DATE: _____ TIME: _____

PICK-UP DATE: _____ TIME: _____

SIGNATURE: _____ Date: _____

RETURN FORM TO:

EXECUTIVE AUDIO VISUAL SERVICES, INC.

100 Park Ave., 16th Floor, New York, NY 10017

ATTENTION: MARIO JEAN

E-mail: orderforms@executiveavs.com Fax #: 212-575-2503