

EXHIBITOR ORDER FORM

Embassy Suites By Hilton Noblesville

AUDIOVISUAL EQUIPMENT

Conference Center

ORDER INFORMATION

Show Name & Booth # _____

COMPANY NAME _____

Ordered By: _____

Address _____

City _____

State _____ Zip _____

Phone: _____

Fax #: _____

Email: _____

DELIVERY INFORMATION

Contact On-Site: _____

Contact Phone #: _____

Delivery Date: _____

Delivery Time: **8am-12pm** **1pm-5pm** **8am-5pm**

Pickup Date: _____ Time: _____

*Someone must be present at your booth to accept delivery.
Delivery may be delayed if no one is present.*

PAYMENT OPTIONS

CREDIT CARD (please circle card type)

AmEx Visa MasterCard Discover

Name on Card _____

Card Number _____

Security Code _____ Expiration Date _____

Billing Address (if different from above)

Address _____

City _____

State _____ Zip: _____

Phone: _____ Email: _____

Signature of Cardholder (please sign on line below)

Mail Form To: Markey's Rental & Staging
attn: Babs Ross
13700 Conference Center Dr S
Noblesville, IN 46060

Email Form To: bross@markeys.com

TERMS OF RENTAL AGREEMENT

Payment is due when equipment is ordered - Orders without payment will be returned.
Credit Cards will be processed and invoiced within 21 days of show's conclusion
All cancellations must be made through Babs Ross.
100% cancellation fee for less than 24 hours notice from delivery.
20% Fee charged for orders received day of event.
All equipment subject to availability
Electrical must be ordered through the Embassy Suites Noblesville prior to delivery.
An order confirmation will be sent back to you with a reservation number.

PLEASE SIGN AND DATE ON LINE BELOW

We understand and agree to the terms listed above.

EQUIPMENT

Show Rate Qty x # Days Total

VIDEO

There will be a 4% consumables charge to all gear rental

65" Monitor with Stand	\$550.00	_____	x	_____	=	_____
55" Monitor with Stand	\$450.00	_____	x	_____	=	_____
43" Monitor with Skirted Cart	\$325.00	_____	x	_____	=	_____
23" Monitor	\$200.00	_____	x	_____	=	_____
3,000 Lumen Projector w/Skirted Cart	\$375.00	_____	x	_____	=	_____
HP Laptop w/Office	\$275.00	_____	x	_____	=	_____
USB Laserjet Printer - B & W	\$350.00	_____	x	_____	=	_____

*Some monitors have USB inputs, however not all file types will play through USB.
Markey's is not responsible for attaching monitors to client booths.*

AUDIO

Powered Speaker w/Stand	\$125.00	_____	x	_____	=	_____
Wireless Lavalier or Handheld Mic*	\$160.00	_____	x	_____	=	_____
Microphone with Floor Stand*	\$65.00	_____	x	_____	=	_____
Computer Audio Patch*	\$65.00	_____	x	_____	=	_____
Audio/Microphone Mixer	\$90.00	_____	x	_____	=	_____

**speaker required for these items*

MISCELLANEOUS

LED Slim par upLight	\$55.00	_____	x	_____	=	_____
Flipchart	\$65.00	_____	x	_____	=	_____
Tripod Screen - 70" to 8' wide	\$65.00	_____	x	_____	=	_____
48" Skirted Monitor Cart	\$45.00	_____	x	_____	=	_____
25' HDMI Cable	\$35.00	_____	x	_____	=	_____

Other items available upon request, including:

- Touchscreen monitors
- Dual Pole Monitor Stands
- Laptops with Office
- Truss, Rigging, & Motors
- Lighting
- Desktop Computers

ORDER TOTAL

EQUIPMENT SUBTOTAL	_____
20% Day of event order FEE (if applicable)	_____
25% SERVICE CHARGE	_____
7% SALES TAX	_____
4% consumables	_____
GRAND TOTAL	_____

Power Drop and Internet

Power Drop (110 Volt 3 prong eddison plug)	\$55.00	_____	x	_____	=	_____
Hard line Internet	\$160.00	_____	x	_____	=	_____
3 Phase Power	TBD	_____	x	_____	=	_____

Above fees are one time charge w/ no tax or additional fees. For Day of Orders please add 20% to total.

ORDER TOTAL Power Drop and Internet

SUBTOTAL	_____
20% Day of event order FEE (if applicable)	_____
GRAND TOTAL	_____

THANK YOU FOR YOUR ORDER. - PLEASE REMEMBER TO SIGN THE FORM.

MARKEY'S
RENTAL & STAGING

QUESTIONS - PLEASE CALL BABS ROSS (317) 420-1918