

# 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

☐ **COMPANY CHECK** (no personal checks)  
 \*Make check payable to Embassy Suites Noblesville  
☐ **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](mailto: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

65" Monitor with Stand	\$500.00	_____	x	_____	=	_____
55" Monitor with Stand	\$400.00	_____	x	_____	=	_____
32" Monitor with Skirted Cart	\$200.00	_____	x	_____	=	_____
43" Monitor with Skirted Cart	\$325.00	_____	x	_____	=	_____
23" Monitor	\$150.00	_____	x	_____	=	_____
3,000 Lumen Projector w/Skirted Cart	\$375.00	_____	x	_____	=	_____
HP Laptop w/Office 2013	\$200.00	_____	x	_____	=	_____
USB Laserjet Printer - B & W	\$235.00	_____	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	\$75.00	_____	x	_____	=	_____
Wireless Lavalier or Handheld Mic*	\$135.00	_____	x	_____	=	_____
Microphone with Floor Stand*	\$60.00	_____	x	_____	=	_____
Computer Audio Patch*	\$50.00	_____	x	_____	=	_____
Audio/Microphone Mixer	\$60.00	_____	x	_____	=	_____

*\*speaker required for these items*

#### MISCELLANEOUS

LED Slim par upLight	\$45.00	_____	x	_____	=	_____
Flipchart	\$35.00	_____	x	_____	=	_____
Tripod Screen - 70" to 8' wide	\$50.00	_____	x	_____	=	_____
48" Skirted Monitor Cart	\$40.00	_____	x	_____	=	_____
25' VGA Computer Extension Cable	\$30.00	_____	x	_____	=	_____
25' HDMI Cable	\$30.00	_____	x	_____	=	_____
Mini-Display Port Adapters	\$30.00	_____	x	_____	=	_____

#### Other items available upon request, including:

Touchscreen monitors Truss, Rigging, & Motors  
 Dual Pole Monitor Stands Lighting  
 Laptops with Office 2010 & 2013 Desktop Computers

#### Power Drop and Internet

\* Fees noted below are a (1) time charge & inclusive of tax & gratuity. For "Day of Orders" add 20%

Power Drop (110 Volt 3 prong eddison plug)	\$40.00	_____	=	_____
Hard line Internet	\$130.00	_____	=	_____
3 Phase Power - Contact Hotel for pricing	_____	_____	=	_____

### ORDER TOTAL

**VIDEO & AUDIO SECTION SUBTOTAL** \_\_\_\_\_  
**20% Day of event order FEE (if applicable)** \_\_\_\_\_  
**23% SERVICE CHARGE** \_\_\_\_\_  
**7% SALES TAX** \_\_\_\_\_

**Total from "Power Drop & Internet" Section (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