

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

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