# Exhibitor AV Order Form

**Kathy Hardin, Conference Services Manager**

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Services Provided by:



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Video Equipment**Daily rate | **By Mon 5/23/16** | **Standard Rate** | **Qty** | **Number of Days** | **Show****Total** |
| 32” LCD / LED HD Monitor *(HDMI & Computer inputs)* | $100 | $125 | x | x 4 |  |
| 32” LCD Monitor with DVD & AV Cart | $150 | $175 | x | x 4 |  |
| 42” LCD / LED HD Monitor *(HDMI & Computer inputs)* | $200 | $250 | x | x 4 |  |
| 50” LCD / LED HD Monitor *(HDMI & Computer inputs)* | $300 | $350 | x | x 4 |  |
| 60” LCD / LED HD Monitor *(HDMI & Computer inputs)* | $400 | $450 | x | x 4 |  |
| DVD Player | $50 | $75 | x | x 4 |  |
| LCD / Plasma Stand | $50 | $75 | x | x 4 |  |
| Skirted Cart [ ]  54” [ ]  48” [ ]  34” | $30 | $40 | x | x 4 |  |
| **Computer Equipment** |  |  |  |  |  |
| 19-20” Flat panel LCD / LED monitor | $50 | $60 | x | x 4 |  |
| 23”- 24” Flat panel LCD / LED monitor | $60 | $75 | x | x 4 |  |
| Computer Speakers | $25 | $40 | x | x 4 |  |
| Pentium Dual Core, 1gb ram, 80gb HD, DVD, CDRW-ROM, Ethernet | $100 | $150 | x | x 4 |  |
| Notebook, Pentium Dual Core, 1gb ram, 80gb HD,DVD CD-RW, Ethernet | $75 | $100 | x | x 4 |  |
| Laser Printer | $100 | $125 | x | x 4 |  |
| **Miscellaneous**  |  |  |  |  |  |
| XGA LCD Projector  | $150 | $200 | x | x 4 |  |
| 80’ Insta-Theatre Exhibit Screen | $40 | $50 | x | x 4 |  |
| AV Cart Skirted w/ Power [ ]  54” [ ]  48” [ ]  34” | $30 | $40 | x | x 4 |  |
| Flipchart | $25 | $35 | x | x 4 |  |
| Other | $50 | $60 | x | x 4 |  |
| **Order Instructions:** |  | **Subtotal** |  |  |
| • Cancellations less than 48 hour notice will be charged 50% of show total* All orders are subject to 21% Service Charge
 | **Service Charge** |  **21%** |  |
| • Tax will be charged on all orders without Tax exempt form |  | **Sales Tax** | **7%** |  |
| • Must be present when equipment is delivered. | **(Additional Labor per Quote) Labor** |  |  |
| * This is a small sampling of equipment. Please call with additional needs.
 |  | **TOTAL** |  |
|  |  |  |  |  |

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**PLEASE PRINT**

Name of Event Booth #

Company Phone

On Site Contact Title

Email Cell

Address City State Zip

Signature Date

CHECK, MONEY ORDER, OR CREDIT CARD FORM MUST ACCOMPANY THIS ADVANCE ORDER FORM

Make remittance payable to:

Hilton Cincinnati Netherland Plaza

ATTN: Conference Services Department – Kathy Hardin (fax 513-564-6408) or kathy.hardin@hilton.com

Delivery Signature

**Prestige AV & Creative Services**

**Hilton Cincinnati Netherland Plaza • 35 West Fifth Street • Cincinnati, OH 45202**

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