LSAV POWERHOUSE

Official Audiovisual Service Provider For:

Discount Deadline:	10/05/18
Date Order Placed:	07/17/18

Orders received after the discount deadline will be subject to availability and standard pricing.

INTERNATIONAL ESTHETICS, COSMETICS & SPA CONFERENCE | FT. LAUDERDALE, FL OCTOBER 21-22,2018

MEETING ROOM SERVICES ORDER FORM

Instructions: Please enter a value into each highlighted area. Please complete a separate form if: **a)** meeting room assignments change from one day to the next and/or **b)** meetings do not occur on consecutive days.

Read and sign Terms and Conditions on page 3.

Please submit completed order forms via e-mail to iecscorder@lsav.tv

We will contact you with an invoice to be paid on-line via credit card within 5 days. Upon receipt of payment your order will be confirmed. For questions or a customized quote, please contact your salesperson.

Thank you for your business.

Venue Information

Venue:		Meeting Name:	
Meeting Room:	Booth Number:	Expected Attendance:	Seating Style:

Contact Information

Company:	
Contact Name:	Phone:
Title:	E-mail:
On-Site Contact Name:	On-Site Contact Phone:

Meeting Details

Meeting Days		Meeting Time		Dedicated Labor[1]		Other Meeting Notes
Day	Date	Start Time[2]	End Time	Y/N	Indicate required labor needs	

LSAV Contact Information

Salesperson: Kevin Johnson	Phone: 312.491.0123 x104	E-mail: kjohnson@lsav.tv

[1] An example of dedicated labor is an audio engineer to run the mixer or video technician to operate a screen switcher. If you have indicated that dedicated labor will be required, you will be contacted by an LSAV representative to discuss and determine an estimated cost.

[2] Meeting rooms will be setup at least one hour prior to the start of your first meeting day/time, subject to availability of the meeting space as determined by Show Management. Please contact us to arrange for specific setup times.

LSAV POWERHOUSE

Meeting Name:		
Meeting Room:		
Dates:		*Number of Days:
Start:	End:	

*AV equipment pricing is based upon a per item, per day basis.

INTERNATIONAL ESTHETICS, COSMETICS & SPA CONFERENCE | FT. LAUDERDALE, FL OCTOBER 21-22,2018

Meeting Room Support Equipment

	Discount Unit Cost	Quantity	Total
Audio			
Wired Lectern Microphone	$ 35.00		$
Wired Handheld Microphone and Stand - Microphone and floor stand	$ 40.00		$
Wired Push-To-Talk Table Microphone	$ 35.00		$
Wired Headset Microphone	$ 30.00		$
Wired Lavalier Microphone	$ 30.00		$
Wireless Microphones *(enter quantity of each type)* Handheld _____ Lavalier _____ Headset _____	$ 140.00		$
Computer Audio Interface [D.I.] - Connects Computer/Tablet/mp3 player output to Audio system. 1 per device	$ 25.00		$
Specify one of the mixers below based on the number of audio inputs required for your system *(always round up)*:	# of Inputs = _____		
4 Channel Mixer - Includes cables	$ 40.00		$
8 Channel Mixer - Includes stand and all cables	$ 120.00		$
16 Channel Mixer - Includes stand and all cables	$ 300.00		$
24 Channel Mixer - Includes stand and all cables	$ 500.00		$
Larger Mixer (Above 24 Channels) - *please contact us for quote*			
House Sound - Built in ceiling speakers - *please contact venue (charges may apply) and check this box* ☐			
Powered Speaker on stand - *Add (1) Speaker per 30 attendees*	$ 125.00		$
Audio Recorder - Digital Recorder, micro SD flash drive, all cabling. File transferred to client provided media	$ 85.00		$
Polycom Teleconferencing Unit - requires phone service by others - please contact venue (charges may apply)	$ 50.00		$
	$		$
Video			
6' Wide Tripod Screen - with skirt, AV cart & cables (For up to 20 attendees)	$ 60.00		$
8' Wide Tripod Screen - with skirt, AV cart & cables (For up to 50 attendees)	$ 80.00		$
6' high x 10.75' wide fast fold screen - with black dress kit, AV cart & cables (for up to 100 attendees)	$ 350.00		$
7.5' high x 13' wide fast fold screen - with black dress kit, AV cart & cables (for up to 150 attendees)	$ 500.00		$
Larger Screens - for over 150 attendees - please contact us for a quote			
3000 Lumen LCD Projector - 16:9 format (best for a 6' wide screen)	$ 250.00		$
4000 Lumen LCD Projector - 16:9 format (best for an 8' wide screen)	$ 350.00		$
5000 Lumen LCD Projector - 16:9 format (best for a 10'-13' wide screen)	$ 450.00		$
32" HD Flat Screen Monitor - 16:9 1080p Monitor with Desktop stand, HDMI Inputs (order optional floor stand below)	$ 150.00		$
47" HD Flat Screen Monitor - 16:9 1080p Monitor with Desktop stand, HDMI Inputs (order optional floor stand below)	$ 350.00		$
55" HD Flat Screen Monitor - 16:9 1080p Monitor with Desktop stand, HDMI Inputs (order optional floor stand below)	$ 500.00		$
65" HD Flat Screen Monitor - 16:9 1080p Monitor, HDMI Inputs - Includes floor stand	$ 850.00		$
80" HD Flat Screen Monitor - 16:9 1080p Monitor, HDMI Inputs - Includes floor stand	$ 1,300.00		$
72" High, Dual Pole Flat Screen Stand - available only with rental of one of the above LSAV monitors	$ 85.00		$
Blu Ray - DVD Player - may not play all formats of DVD	$ 75.00		$
Wireless Presenter - Computer presentation remote slide advancer	$ 20.00		$
Laser Pointer	$ 20.00		$
PC Laptop - MS Office suite 2016	$ 225.00		$
Apple Macbook Pro - Keynote	$ 275.00		$
ipads / Tablets - Please contact us for quote			
Camcorder - Static HD camera with tripod & memory media (Operator not included)	$ 200.00		$
Flipchart - with (1) standard paper pad (additional charge for extra pads)	$ 40.00		$
Black and White Laserjet - with USB cable, paper, spare toner (additional charge only spare toner if used)	$ 150.00		$
Color Printer - with USB cable, paper, spare toners (additional charge only if spare toner is used)	$ 350.00		$
	$		$

Calculating Your Order

1. AV equipment rental	$
2. Post-deadline submission AV equipment rental cost adjustment (discount cost plus 30%).	$
3. Equipment rental tax N/A	$
4. Delivery, set up and removal labor - charge is 30% of one days equipment rental with a $100.00 minimum.	$
5. Dedicated labor - if requested or determined upon review by LSAV staff	$
Total Charges	$

TERMS & CONDITIONS

For purposes of this Contract, ”LSAV” means Lake Shore Audio Visual Inc., LSAV Inc. and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term “Exhibitor” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”). The terms and conditions set forth below become a part of the Contract between LSAV and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LSAV.

PAYMENT INFORMATION: Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LSAV except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to LSAV’s property. Exhibitor will notify LSAV immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. CANCELLATION POLICY: Cancellations received (7) days or less prior to the Scheduled Date of Delivery of Equipment or Services to Event Venue will be subject to a cancellation charge equal to 100% OF THE TOTAL PORTION OF THE CANCELLED SERVICES. Client agrees and acknowledges that the cancellation charges described in this section are fair and reasonable under the circumstances. Cancellation fees shall be due immediately upon any such cancellation by Client. ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY LSAV REPRESENTATIVES BEFORE BECOMING EFFECTIVE. If the Show or Event is canceled because of reasons beyond LSAV’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. LSAV will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor’s responsibility to advise the LSAV Service Center Representative of problems with any orders, and to check the Exhibitor’s invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, LSAV requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers.

For International Exhibitors, LSAV requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Chicago, Illinois upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LSAV shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF COOK COUNTY, ILLINOIS and governed and interpreted in accordance with the laws of the State of Illinois. Any dispute arising from this agreement shall have as its choice of venue any federal or state court located in Cook County, Illinois. In the event of any dispute between the Exhibitor and LSAV relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to LSAV for its services, as an offset against the amount of any alleged loss or damage. LSAV reserves the right to charge Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by Exhibitor, or for any charges that LSAV may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, LSAV hereby provides notice that it reserves the right, and Exhibitor authorizes LSAV, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor’s account. Exhibitor hereby grants a lien on its property in LSAV’s possession to the extent of any outstanding obligations owed to LSAV by Exhibitor.

EXHIBITOR RESPOSIBILITIES FOR LABOR SUPERVISION: It is the responsibility of Exhibitor to supervise labor secured through LSAV in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LSAV’s Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the LSAV Service Desk to release labor when the work is completed. INDEMNIFICATION: Exhibitor agrees to indemnify, hold harmless, and defend LSAV from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out of work performed by labor provided by LSAV but supervised by Exhibitor. Further, the Exhibitor’s indemnification of LSAV includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by LSAV to work in a manner that violates any of the above rules, regulations, and/or ordinances. Labor charges are based on LSAV’s labor billing policy as well as the prevailing rates and labor practices at the venue at which the labor is being provided. Hourly rates, over-time rates, double-time rates, short-term rates, minimum call periods, per diems and meal penalties apply. Union rules, prevailing rates and practices may apply.

Authorization

Your signature below denotes acceptance of all terms and conditions.

Authorized Signature: X	Authorization Date:
Authorizer Name:	

Please submit completed order form via e-mail to iecscorder@lsav.tv