

# A/V Exhibit Order Form



**Advanced Ordering Deadline: April 22, 2019**

**Offshore Technology Conference**

**Remit to: NRG Park - Exhibitor Services**

**May 6-9, 2019**

Mailing Address: One NRG Park, Houston, TX 77054

**NRG Park**

Phone: 832-667-1718 (option 2)

**Houston, Texas**

Fax Orders & Payment To: 832-667-1472

**Email Orders & Payment: [exhibitorservices@nrgpark.com](mailto:exhibitorservices@nrgpark.com)**

**Order Services & Manage Orders Online at <https://nrgpark.boomerecommerce.com/>**

**CANCELLATION POLICY:** If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.

**NRG PARK PAYMENT AUTHORIZATION FORM MUST BE COMPLETED & RECEIVED WITH ALL ORDERS**

Equipment	Qty	Day Rate	# Days	Total	
<i>EXAMPLE ITEM</i>	<i>1</i>	<i>45.00</i>	<i>2</i>	<i>90.00</i>	
<b>AUDIO</b>					<p><b>Please Contact Your J&amp;S Representative For:</b>  <b>**Comprehensive Exhibit Booth AV Design**</b>  <b>**Lighting, Computer, &amp; Special Equipment**</b>  <b>**Items Not Listed or Special Requests**</b></p> <p>Your A/V Representatives are:                      LaVette McAfee-Jackson <a href="mailto:LavetteM@JSAV.com">LavetteM@JSAV.com</a>                      John Pembroke <a href="mailto:JohnP@JSAV.com">JohnP@JSAV.com</a>                      John Trevino <a href="mailto:JohnT@JSAV.com">JohnT@JSAV.com</a></p> <p><b>Please Print Clearly &amp; Fill Out Completely</b></p>
Self-Amplified Speaker w/ Stand		75.00			
Wired Handheld or Lapel Microphone		35.00			
Standard Wired Microphone		40.00			
Wireless Headset or Lapel Microphone		125.00			
Wireless Handheld Microphone		130.00			
CD Player (Single Disk)		55.00			
8 Channel Mixer		80.00			
4 Channel Mixer		45.00			
iPod Audio Adaptor		40.00			
<b>DISPLAY</b> <i>w/ built-in or attached speakers</i>					<p><b>EXHIBITOR or EAC 3rd PARTY COMPANY CONTACT INFORMATION</b></p> <p><b>Company:</b> _____</p> <p><b>Order Contact:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City/State/Zip:</b> _____</p> <p><b>Tel:</b> _____</p> <p><b>Fax:</b> _____</p> <p><b>E-Mail:</b> _____</p> <p><b>EXHIBITOR or EAC 3rd PARTY COMPANY DELIVERY INFORMATION</b></p> <p><b>Booth/Room #:</b> _____</p> <p><b>Onsite Contact:</b> _____</p> <p><b>Cell Phone:</b> _____</p> <p><b>Delivery Date:</b> _____</p> <p><b>Delivery Time:</b> _____</p> <p><b>Received By:</b> X: _____</p> <p><b>Pick-Up Date:</b> _____</p> <p><b>Pick-Up Time:</b> _____</p> <p><b>Delivered By:</b> X: _____</p>
20" Flat Panel Display Monitor		225.00			
32" Flat Panel Display Monitor		295.00			
42" Flat Panel Display Monitor		350.00			
50" Flat Panel Display Monitor		525.00			
60" Flat Panel Display Monitor		775.00			
70" Flat Panel Display Monitor		900.00			
80" Flat Panel Display Monitor		1,000.00			
Mount: Upright Truss		125.00			
Dual Post Stand W/ Bracket		130.00			
<b>PRINTERS</b>					
Laser Printer B&W		200.00			
Laser Printer Color		350.00			
All in One Printer		550.00			
<b>LIGHTING</b>					
Source 4 Leko		35.00			
Sour 4 Par		35.00			
LED Pro Par 56 RGB		95.00			
Boom and Base Lighting Tree		25.00			
<b>OTHER</b>					
DVD Player		80.00			
Blue Ray Disc Player		130.00			
Laptop with Power Point		200.00			
Sony Handheld HD Camera		625.00			
Panasonic Studio Digital Camera		725.00			
3K LCD Projector (3500 Lumens)		350.00			
Cable TV RF Tie In		200.00			
Tripod Screen w/skirt		40.00			
Projection Cart w/skirt		25.00			
<b>Please Select Size: 34" - 42" - 54"</b>					
Display Easel		10.00			
Flip Chart w/Markers & Easel		40.00			
Laser Pointer		45.00			
Wireless Remote for Laptop		50.00			
AC Extension 25'		10.00			
AC Power Strip		10.00			
<b>TOTALS</b>					
<b>Equipment</b>					
<b>Labor (1 Hour Minimum)</b>					
<b>Sub Total</b>					
<b>Tax</b>			<b>8.25%</b>		
<b>Total</b>					
				<b>Date Signed:</b> _____	
				<b>Signature:</b> _____	