



Mail or Fax:

EVENT TECHNOLOGY

6677 Sea Harbor Drive, Orlando, FL 32821-8092
 Phone: 407-248-7440 Fax: 407-248-7399

2018 Exhibit Booth Order Form

QTY	DATA DISPLAY, VIDEO & AUDIO EQUIPMENT	No. of Days	Daily Rate	Total
	Laptop Computer		\$250	
	21" Computer Monitor		\$95	
	55" Monitor With Stand		\$550	
	70" Monitor With Stand		\$850	
	LCD Projector		\$700	
	5' - 8' Tripod Screen		\$90	
	Client Projector Support Package (Does Not Include Projector)		\$195	
	Wireless Microphone - (Handheld / Lavalier)		\$185	
	Powered Speaker - (Stand)		\$100	
	Flip Chart w/ Markers		\$75	
	Other -		Call	
QTY	HIGH SPEED INTERNET & PHONES	No. of Days	Daily Rate	Total
	High Speed User (Wireless)		\$45 per user	
	High Speed Internet Initial Connection (Wired)		\$250 (first line, first day)	
	High Speed Internet Additional User (Wired)		\$95(ech addt'l line / day	
	Dial In Dial Out Phone		\$200 (One Time Chg)	
	In House Phone		\$100 (One Time Chg)	
QTY	BANNERS (one time chg)	Pre-Order \$	On Site \$	Total
	Banner Hang Fee (1)	\$125 each	\$188 each	
	Banner Hang Fee (2-5)	\$100 each	\$150 each	
	Banner Hang Fee (6 or more)	\$75 each	\$113 each	
QTY	OFFICE EQUIPMENT (one time chg)	No. of Days	Daily Rate	Total
	Printer (B&W)		\$305	
	Printer (Color)		\$990	
	Fax Machine		\$150	
	High Volume Copier (B&W)		\$1,200	
	High Volume Copier (Color)		\$2,000	
QTY	Electrical Drops & Extension Cords (one time chg)	Pre-Order \$	On Site \$	Total
	120 V 5 AMPS	\$75	\$115	
	120 V 10 AMPS	\$125	\$185	
	120 V 15 AMPS	\$150	\$220	
	120 V 20 AMPS	\$170	\$250	
	Extn Cord	\$30	\$50	
	Powerstrip	\$30	\$50	
	Extn/PS	\$55	\$75	

Please allow your order to reach us no later than 2 days in advance. Payment is due in advance either by check, room charge, or major credit card. A 72-Hour Cancellation Policy will apply to all equipment rentals. All Equipment cancelled within 24-Hours of event date will be charged full price. All Equipment cancelled within 48-hours of event date will be charged 50% of charges.

EQUIPMENT TOTAL	_____
25% SERVICE CHARGE	_____
SUBTOTAL	_____
6.5% SALES TAX	_____
TOTAL	_____

Credit Card Information: Type	Credit Card#
Cardholder's Name	Exp.Date
Cardholder's Signature	
Room Charge Information (if Applicable): Room Number	Guest Name

COMPANY INFORMATION	
CONFERENCE NAME:	CONFERENCE DATES:
BOOTH NAME:	BOOTH #
ADDRESS	
PHONE	FAX:
EMAIL	