

AVT Grand Hyatt Exhibitor Audiovisual Order Form

Conference Name	
Rental Dates	
Set-Up Time	
Tear Down Time	

Company Name	On-site Contact	
Street Address		
City, ST, Zip		
Phone	Fax	
Email		

Payment Type - C.O.D. (circle one)			
Company Check	AMEX	VISA	MC
CC #		Exp. Date	Sec. Code
Cardholder Name (please PRINT)			
Signature			

Booth Number(s)	
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Equipment (please indicate items needed)

Computer/Data Monitors:	Type	Price Per Day	Quantity	# of Days	Extended Price
	20" Flat Screen Monitor	\$250.00			
	23/24" Flat Screen Monitor	\$325.00			
	40/42" HD LCD Monitor	\$600.00			
	50/52" HD LCD Monitor	\$850.00			
	floor stand - 42/50" monitors	\$100.00			

Computers:				
Laptop Computer	\$295.00			
Computer Speakers	\$25.00			

Video Players

DVD Player	\$100.00		
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Total of all Equipment listed above	
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Setup and Teardown Labor Charge (23% of equipment total)	
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Subtotal = Equipment + Labor Charge	
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Total Cost (add 8.875% tax)	
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For items not listed above, please call AVT Event Technologies at (212) 883-1234 x4025

Please fax or email form along with a *clear photocopy of both sides of your credit card* to AVT Event Technologies at (646) 213-6620 no less than 3 working days prior to your event to place order.

All electrical charges are separate and billed through the Grand Hyatt New York.
 All telephone & internet charges are separate and billed through the Grand Hyatt New York.
 Please call your catering or convention services manager for further information.