

AUDIO VISUAL ORDER SHEET

RENO-SPARKS CONVENTION CENTER

AUDIO/VISUAL ORDER FORM

Mail to:

Set-up Date: _____ TIME: _____ M T W Th F SA SU
 Strike Date: _____ TIME: _____ M T W Th F SA SU
 Room / Booth # _____ SHOW NAME: _____
 COMPANY: _____
 NAME: _____ PHONE: _____
 ADDRESS: _____ FAX: _____
 CITY: _____ STATE: _____ ZIP: _____

RENO-SPARKS CONVENTION CENTER
 775-827-7679, FAX 775-827-7701
 4590 S. Virginia Street
 Reno, Nevada 89502
 Date: _____
 By: _____
 SO# _____

QTY	DESCRIPTION	PRICE	TOTAL	QTY	DESCRIPTION	PRICE	TOTAL
	PACKAGES				VIDEO		
	Overhead Projector Package	\$90.00			VHS VCR	\$75.00	
	35mm Slide Package	\$125.00			DVD Player (Basic)	\$75.00	
	LCD Package (2000 Lumen)	\$400.00			8" Video Monitor	\$50.00	
	LCD Package (3000 Lumen)	\$725.00			13" Video Monitor	\$50.00	
	27" TV/VCR/DVD Package	\$200.00			19" TV/VCR combo w/Cart	\$145.00	
	19" LCD/DVD Package	\$150.00			27" Video Monitor w/Cart	\$125.00	
	PROJECTION				32" Video Monitor w/Cart	\$175.00	
	6 x 6 Tripod Screen	\$55.00			56" Projection TV	\$250.00	
	8 x 8 Tripod Screen	\$55.00			LCD Projector (2000 Lumen)	\$350.00	
	12 x 12 Cradle Screen	\$95.00			LCD Projector (3000 Lumen)	\$600.00	
	Fast Fold Screens	CALL			LCD Projector (5000 Lumen)	\$1000.00	
	SOUND				House Cable/Satellite Patch	\$300.00	
	Floor/Table of Lav. Mic	\$35.00			CONFERENCE ACCESSORIES		
	Wireless Hand or Lav. Mic	\$125.00			Flip Chart w/Pens and Pad	\$30.00	
	PC Audio Patch	\$35.00			Flip Chart w/POST-IT Pads	\$65.00	
	Background Music Patch	\$50.00			Tripod Easels	\$10.00	
	Cassette Recorder	\$50.00			Gaffers Tape	\$32.00	
	CD Changer	\$65.00			Polycom Conference Phone	\$100.00	
	Audio Distribution Box	\$65.00			Fax Machine	\$65.00	
	4 Channel Audio Mixer	\$35.00			Wireless USB Mouse	\$35.00	
	House Audio Patch	\$35.00			Laser Pointer	\$25.00	
	Recording Audio Patch	\$35.00			Projection Stand w/Skirt	\$30.00	
	Small Sound System	\$175.00			COMPUTER RENTAL		
	Medium Sound System	\$325.00			Desktop PC w/Monitor	\$175.00	
	COMPUTER DISPLAYS				Laptop PC w/DVD	\$200.00	
	19" Computer Monitor	\$125.00			Small Laser Printer	\$45.00	
	21" LCD Monitor	\$250.00			High Volume Laser Printer	\$75.00	
	37" LCD Monitor	\$300.00			4 Port Network Switch	\$25.00	
	42" Plasma Monitor	\$350.00			8 Port Network Switch/Router	\$45.00	
	50" Plasma Monitor	\$500.00			WIFI Access Point	\$45.00	
	25' VGA Data Cable	\$25.00					
	50' VGA Data Cable	\$35.00					
	VGA Distro (1 in, 2 out)	\$75.00					
	34" Cart w/Drape	\$30.00					
	48" Cart w/Drape	\$35.00					
	LIGHTING AND ELECTRICAL						
	A/C Cable ONLY	\$15.00					
	Power Strip ONLY	\$15.00					
	Booth Spot Light	\$125.00					
					Equipment Subtotal		
					(X) Days of Rental		
					Equipment Total		
					Set-up/Strike Charge (per booth)	\$45.00	
					Operator Labor (contact for quote)		
					TOTAL		

I hereby authorize my account to be charged for services rendered by the Reno-Sparks Convention Center.
 Payment Type (circle one) VISA MasterCard AMEX
 Account Number: _____

Signature: _____

Name as on card: _____

EXP: ___/___ Billing Zip Code: _____

*All prices are subject to change without notice.

**Rental fee will apply if cancelled less than 48 hours from set-up time.