



Audio Visual Exhibit Order Form

EXHIBITOR/EVENT PRICE GUIDE

VIDEO EQUIPMENT	Daily Rate	Days used	QTY	TOTAL	COMPUTER EQUIPMENT	Daily Rate	Days used	QTY	TOTAL
DVD Player	\$75.00				Laptop Computer	\$250.00			
20" Flat screen monitor	\$150.00				Desktop Computer with 20"LCD Monitor	\$350.00			
42" LCD monitor	\$400.00				Wireless Mouse/ Advancer	\$65.00			
55" Plasma Display with Stand	\$500.00				Keyboard and mouse	\$50.00			
Powered Speaker for audio	\$130.00				<h2 style="color: white; background-color: #0070C0; padding: 5px;">Ordering Instructions</h2>				
Power Strip and Extension Cord Package	\$30.00								
AUDIO EQUIPMENT									
CD Player	\$75.00				<p>*The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.</p> <p>*If you are tax exempt, we require you to forward an exemption certificate for the state in which the services are being provided.</p> <p>*To guarantee equipment availability request must be received 48 hours prior to the event date. There will be a 10% surcharge for equipment ordered on the same day of the event.</p> <p>*Operator labor, if requested, is subject to prevailing hourly rates with a 4 hour minimum.</p> <p>* Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge</p> <p>* If services have already been provided at the time of cancellation, 50% of original charges will be applied.</p>				
Wired Microphone: Handheld/Lavalier (circle one)	\$50.00								
Wireless Microphone: Handheld/Lavalier (circle one)	\$180.00								
Powered Speaker with stand	\$130.00								
Sound System with (2) powered speakers, (2) stands and 1 wired microphone: Handheld or Lavalier (circle one)	\$225.00								

Company Contact Information

Event Name:		Company Name:	
Address (Credit Card Billing Address) :			
City:		State:	Zip:
Phone:		Fax:	
Cell Phone:			
Email:			
Ordered by:		On-Site Contact:	
Room:	Booth:	Diagram Included? YES or NO	

RENTAL TOTALS PAYMENT IS DUE WHEN ORDER IS PLACED

DELIVERY INFORMATION

Equipment Total	\$	On-Site Contact:	
Loss Damage Waiver (7% of line 1)	\$	Booth #: _____ Room: _____	
Service Charge (23% of line 1)	\$	Delivery Date: _____ Time: _____	
Subtotal	\$	Pickup Date: _____ Time: _____	
Sales Tax (7% of Subtotal)	\$	Cell: _____ Job: _____	
Total Due	\$		

METHOD OF PAYMENT

Credit Card Number:	CCV2/CID Number:	Exp Date:	Type: (ie: Visa, Mastercard)
Cardholders Name (Please Print):		Signature:	

Please E-mail signed order forms to: ssweeney@southernav.com, jrivero@southernav.com, jkaplan@southernav.com

Fontainebleau Miami Beach
4441 Collins Ave,
Miami Beach, FL 33140
Phone: (305) 695-4858

Should you require additional services or equipment please contact us at the number above.

NCBJ 2015 - September 26-30, 2015
NETWORK-PHONE SERVICES ODER FORM

Event Name		Order Date	
Event Start Date		Event End Date	
Contact Name		Exhibition Room	
Company Name		Exhibitor Booth Number	
Billing Address		Contact email	
City, State, Area Code		Contact Phone	
Country		Fax	

Wireless & Internet Services	Price Per Day	No. of Users	No. of Days	Total
Wireless Internet (Up to 3Mbps)	\$50 Each			
Shared Connection – Hard-Wired Line (Up to 5 Mbps)	\$150 Each			
8 port Switch	\$100			
24 port Switch	\$400			
Patch Cables	\$25			
Custom - Network				
Dedicated – Internet Hard-Wired Line	Please call for quote			
Public IP Addresses	Please call for quote			
VLAN configuration	Please call for quote			
Custom Wireless, Custom SSID, Special Username/Password, Landing Pages, Re-Direct pages	Please call for quote			
Please call Encore Support at 305-695-4892 or Email, dana.goldberg@encore-us.com				

Telecommunications Type	Price Per Day	No. of Items	No. of Days	Total
House Phone (Internal Calls Only)	\$100			
DID Line (Direct Inward Dialing)	\$300			
DID Line with Voicemail	\$350			
Polycom with DID Line	\$300			

Type	Location	Installation Date & Time	Break-Down Date & Time	No. of Days	Quantity	Price	Total

***Fax completed forms to (305) 535-3254 to the attention of your Convention Service Manager.**

****A 7% Tax will be assessed on all IT Orders, except for internet.**

Internet access: no tax

Phone access - Florida communications services tax: 9.17%

Phone access - local communications services tax: 5.72%

Equipment rental (including internet & phone equipments) – FL sales tax: 7%

Setup fee (this is “labor”) – FL sales tax: 7%

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners Discover

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Billing Address:
(where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

IT & Telecommunication Services

Other: _____

SCHEDULE DEPOSITS :

Amount	Date To Charge Card

All Charges Related to my Event IT Services

I certify that all information is complete and accurate. I hereby authorize Fontainebleau, Miami Beach to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

Note: The order must include a clear copy of the driver’s license or identification picture ID of the card holder or authorized signer. Otherwise this form will not be accepted.