

Royal Productions  
Audio/Visual Exhibit Order Form

2016 New Orleans Investment Conference  
Hilton New Orleans Riverside Hotel  
October 26 - 29, 2016

Return this form with payment to the address below:

235 North Causeway Blvd. Metairie, Louisiana 70001-5452 / Phone (504)378-4310 / Fax (504)831-9299

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**Rental Agreement:** It is understood and agreed that the customer is renting equipment for a specific period of time and is responsible for its safe return. Customer agrees to be billed for damages or loss.

**ADVANCED ORDER PAYMENT MUST BE RECEIVED 21 DAYS PRIOR TO SHOW DATE.**

Signed authorization must accompany all orders. MAKE CHECKS PAYABLE TO "ROYAL AUDIO VIDEO"

Cancellation of equipment ordered must be received 7 days prior to show date or a 25% cancellation fee will apply.

Cancellations received within 24 hours of delivery or after delivery are subject to a 100% charge.

**Delivery/Pickup Information:**

Exhibiting Firm: \_\_\_\_\_

Location: \_\_\_\_\_

Booth Contact: \_\_\_\_\_

Booth # Hall: \_\_\_\_\_

Address: \_\_\_\_\_

Delivery Date/Time: \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Pickup Date/Time: \_\_\_\_\_

Phone/Fax# \_\_\_\_\_

Cell Phone/Pager \_\_\_\_\_

**Please call Craig Swiber at (504)378-4310 with any questions or for items not listed.**

Advanced order payment must be received 21 days prior to show date.

EQUIPMENT	QTY	Advanced Show Rental	Show Rental	TOTAL
DVD Player		\$ 75.00	\$ 125.00	
42" or 54" Draped Monitor Cart (Circle One)		\$ 45.00	\$ 75.00	
20" Video Monitor		\$ 150.00	\$ 250.00	
If wall mount is needed - Add		\$ 20.00	\$ 30.00	
32" Flat Screen Video Monitor		\$ 350.00	\$ 500.00	
46" Flat Screen Video Monitor		\$ 450.00	\$ 600.00	
50" Flat Screen Video Monitor		\$ 500.00	\$ 650.00	
60" Flat Screen Video Monitor		\$ 600.00	\$ 800.00	
70" Flat Screen Video Monitor		\$ 700.00	\$ 900.00	
72" Floor Stand with Shelf		\$ 200.00	\$ 325.00	
Mackie Amplified Speaker on Stand with Mixer		\$ 200.00	\$ 375.00	
Wired MIC or Lavalier (circle one)		\$ 50.00	\$ 75.00	
Wireless MIC or Lavalier UHF (circle one)		\$ 165.00	\$ 265.00	
Compact Disc Player		\$ 75.00	\$ 120.00	
LCD Projector (4500 lumens)		\$ 450.00	\$ 600.00	
6' Tripod Screen		\$ 75.00	\$ 125.00	
Easel, Laser Pointer, Flip Chart (circle One)		\$ 50.00	\$ 70.00	
Props, stage sets, video walls, lighting		CALL	CALL	

Equipment Total .....	1
10% Sales Tax ( line 1 x 10% = line 2 ) .....	2
Labor ( line 1 x 20% = line 3 ) .....	3
*** 20% service charge applies to all orders ; \$75.00 minimum charge	
2% Contractors Tax ( line 1 + line 3 x 2% = line 4 ) .....	4
<b>TOTAL DUE .....</b>	<b>5</b>

**Payment Policy: 100%, including applicable tax, due on or before meeting date.**

**\*Labor Rates for Additional On Site Labor/Operators:**

Monday - Friday 7am -- 5pm	\$ 75.00 per hour
Monday - Friday 5pm to Midnight and Saturday and Sunday 7am-5pm	\$ 112.50 per hour
Monday - Friday Midnight -- 7am, Saturday and Sunday 5pm-7am and all holidays	\$ 112.50 per hour

**IMPORTANT NOTICE**

**SIGNED AUTHORIZATION MUST ACCOMPANY EVERY ORDER. ALL EXHIBITORS MUST COMPLETE THE INFORMATION BELOW, SIGN THE BOTTOM OF THIS FORM INDICATING COMPLIANCE, AND RETURN TO ROYAL PRODUCTIONS.**

**PAYMENT POLICY:**

**100% (INCLUDING APPLICABLE TAXES) DUE ON OR BEFORE DELIVERY DATE**

Your show site representative must be made aware of the above payment policy and have means of payment, unless credit card authorization is given in advance hereon. Otherwise, services cannot be provided. It is the responsibility of the exhibitor to advise the RP representative of any problems with orders and/or to check orders for accuracy. Absolutely no credits will be issued after show closing. Payment may be made by American Express, MasterCard, or Visa. Purchase Orders are not considered payment. Please indicate below the method of payment you will be using for services provided by RP.

Credit Card\*\* (complete below) \_\_\_\_\_

\*\*If you wish to authorize Royal Productions to charge the amount of your order(s) to your credit card account, please provide the following information:

Card Name \_\_\_\_\_ Card Number \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_ Total from line 5 on pg 1: \$ \_\_\_\_\_

**EXHIBITORS MUST COMPLETE ALL INFORMATION BELOW FOR ORDER TO BE PROPERLY PROCESSED.**

Name of Event or Convention \_\_\_\_\_

Convention/Exhibit Location \_\_\_\_\_

Exhibiting Company \_\_\_\_\_ Booth# \_\_\_\_\_

Address of Exhibiting Firm \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Fax# \_\_\_\_\_

Order Authorized By (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Unpaid Balance: Should there be any unpaid balance after the close of the show due to last minute orders or additions, payment must be made immediately upon receipt of revised invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge of 1.5% per month (18% annually). This payment shall be governed by and construed in accordance with the laws of the State of Louisiana.**