



MEETING ROOM AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: MAY 11, 2026

CUTOFF: CALL TO CONFIRM AVAILABILITY AFTER MAY 18TH

Customer Information	
Firm Name:	
Contact:	
Address:	
City:	
State:	ZIP:
Ordered By:	
Telephone #:	
Email:	
Notes:	

Event Name: **AIHA CONNECT 2026**
Event Dates: **June 1-3, 2026**
Venue: **New Orleans Ernest N Morial Convention Center**
PROJECT # **PROJ #12661 - SR-NU-0530 <ES>**

Delivery Information
Room / Hall:
Booth / Room #:
On-Site Contact:
Cell Phone:
Email:
Delivery Date:
Delivery Time:
Requested Pickup Date:
Requested Pickup Time:

		2025 Rates Per Day			All prices are PER DAY - All Power & Internet services are provided by facility.		
Meeting Room Equipment - Daily Rate		Discounted	Regular	Qty	Days	Total	Ordering Instructions
LCD Projector Pkg (Projector, Screen, Stand, and Cables)		\$600.00	\$780.00				Orders received after 5/11/26 charged at regular rate. Call to confirm all orders placed after 5/18/26 (cutoff) . The total charge per item is determined by multiplying the Days x Rate. Operator labor is subject to prevailing hourly rate with a 4 hour minimum. We will attempt to accommodate requested delivery times, but cannot guarantee them due to order volume. If you require Delivery/Setup at a specific time, there will be an additional 4-hour labor charge. If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities!
LCD Support Package (Screen, Stand, and Cables)		\$165.00	\$214.50				
Flipchart with Pad & Markers		\$92.00	\$120.00				
Laptop Computer - Windows		\$215.00	\$230.00				
AUDIO - Daily Rate		Discounted	Regular	Qty	Days	Total	
Small Sound System (2 spkrs w/stands, wired mic, mixer, PCDI)		\$325.00	\$425.00				
Large Sound System (4 spkrs w/stands, wired mic, mixer, PCDI)		\$475.00	\$575.00				
Wireless Microphone HH or Lav (requires sound system)		\$145.00	\$210.00				
Accessories - Daily Rate except where designated show rate		Discounted	Regular	Qty	Days	Total	
Presenter Remote w/Laser Pointer		\$25.00	\$30.00				
LaserJet Printer - Black & White		\$180.00	\$215.00				
LaserJet Printer - Color		\$440.00	\$550.00				
55" HDTV Monitor w/Monitor Floor Stand (**SHOW RATE)		\$950.00	\$1,235.00				
65" HDTV Monitor w/Monitor Floor Stand (**SHOW RATE)		\$1,155.00	\$1,500.00				
75" HDTV Monitor w/Monitor Floor Stand (**SHOW RATE APPLIES)		\$1,510.00	\$1,750.00				
**SHOW RATE covers published days of conference only. Extra days are additional.							
SUBTOTAL:							
(30% of subtotal or \$300.00 minimum, whichever is greater) DELIVERY/SETUP/PICKUP							
TOTAL AMOUNT DUE:							
*Prices are PER DAY (except where show rate is noted) subject to Delivery/Setup/Pickup charges. Special labor charges may apply for complex orders requiring dedicated labor.							
CANCELLATIONS: A) Cancellation of order must be received 72 hours prior to delivery date to avoid a minimum one day charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.							

PAYMENT

RETURN for PROCESSING

ADVANCE PAYMENT IS DUE TO CONFIRM ORDER

You will receive an e-mail with a link for secure online credit card payment.
Order is not finalized without full payment and confirmation email from Shepard AV.

RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation. Order is not confirmed until payment has been made in full.

Signature _____

Date _____

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