

EXHIBITION AV STAND ORDER FORM – 1 DAY EVENT

EVENT DETAILS

Event Name:	
Event Dates:	
Event Venue:	
Stand Name:	
Stand Number:	
Onsite Contact Name:	
Onsite Contact Number:	

All exhibitors must complete this form to order AV equipment for the above-mentioned event.
 Orders should be received **no later than 5 working days** prior to the show –
Late orders will incur a 20% surcharge.

AV ORDER FORM

Item Description	Cost	Quantity	Content Playback? All screens supplied with HDMI cable and USB playback capability. A format doc will be shared if you wish to use USB	Floor-Stand or Wall Mounted <small>(Wall Mounted screens require a reinforcement from your stand builder)</small>
Screens				
32" LCD Screen	£70			
43" LCD Screen	£95			
50" LCD Screen	£125			
55" LCD Screen	£165			
65" LCD Screen	£260			
75" LCD Screen	£435			
86" LCD Screen	£275			
55" Touch Screen	£300			
Extras				
Shelf for Floor Stand	£11			
NUC Mini PC	£60			
Playback Equipment				
Windows Laptop (standard)	£100			
iPad	£60			
Stand Audio Options				
2 Speaker PA System	£130			
4 Speaker PA System	£160			
Handheld Radio Mic (incl licensing)	£70			
Lapel Radio Mic (incl licensing)	£70			

TOUCH SCREENS

If you have chosen to hire a touch screen, please detail what content you would be looking to run below.
 These screens sometimes require additional kit to facilitate certain content.

Touch Screen Content

IMPORTANT:

- All screens will come with wheeled floor stands as standard unless wall mount option chosen.
- Wall mounting will require reinforcement and may incur a charge from your stand/shell scheme provider. Please speak to your stand provider in advance to arrange this.
- You must order stand mains power for the equipment in this order from the appropriate electrics/power supplier.
- High powered laptops and MacBooks available on request.
- This list of equipment is not exhaustive, please contact us for a bespoke quotation.
- If you are bringing your own Apple equipment to use with screens, we politely request that you provide relevant adaptors.
- Please be advised, VAT is applicable to all companies in the UK.

INVOICE DETAILS

First Name	
Last Name	
Company Name	
Billing Address (Including Postcode)	
Country	
Telephone	
VAT no.	
Email	

STANDARD TERMS & CONDITIONS:

- All items are subject to availability. Where items are not available Sterling Event Group may offer/supply an alternative with client agreement.
- All orders are subject to confirmation.
- Full and cleared payment is due no later than 7 days prior to event.
- No orders will be delivered without payment.
- Additional delivery charges may apply to late orders.
- In the event that damages occur to the kit within the duration of the hire, the organisation that purchased the hire will be liable for any damage/replacement costs.

STERLING EVENT GROUP CONTACT DETAILS

Please return this order form to exhibitions@sterlingeventgroup.co.uk

For any queries about your order or to discuss bespoke requirements please use the following details:

Email: exhibitions@sterlingeventgroup.co.uk

Office: +44161 436 4444

Head Office: Ringway Trading Estate, Shadowmoss Road, Manchester, M22 5LH, UK

