

# AUDIO VISUAL MEETING ROOM SERVICE ORDER FORM

(PLEASE READ TERMS AND CONDITIONS ATTACHED)

**IF PAYING BY CHECK RETURN THIS FORM TO:**

PCCA/ASM Order Processing  
 1101 Arch Street  
 Philadelphia, PA 19107  
 Inquiries only: 215-418-2190  
 Email: [exhibitorservices@paconvention.com](mailto:exhibitorservices@paconvention.com)

**ORDERS MAY BE PLACED ONLINE AT:** <https://tinyurl.com/y5vv7s2h>

**ADVANCED DEADLINE DATE:**

**Exhibiting Firm:** \_\_\_\_\_ **Booth No.:** \_\_\_\_\_  
**Billing Address:** \_\_\_\_\_ **Event:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Exhibitor Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials.**

In our efforts to follow PCI compliance security guidelines and in order to safeguard your credit card information, we can no longer accept credit card information via this order form. To make payments via credit card, please contact our accounts receivable department at **215-418-2190** for assistance.

AUDIO VISUAL SERVICES (DAILY RATES FOR MEETING ROOMS)					ADDITIONAL MATERIALS	
PRESENTATION EQUIPMENT	QTY	ADVANCED RATE	STANDARD RATE	TOTAL		
34" or 54" Projection Video Cart w/Drape		\$25.00	\$31.00			
56" Safelock Stand		\$20.00	\$25.00			
Laser Pointer		\$25.00	\$31.00			
Flipchart w/ Markers and Pad		\$30.00	\$38.00			
Wireless Slide Advancer/Laser Pointer		\$55.00	\$69.00			
6' Tripod Screen		\$30.00	\$38.00			
8' Tripod Screen		\$45.00	\$56.00			
Larger Widescreens are Available		Call for Pricing				
Additional Presentation Items		Call for Pricing				
VIDEO & DATA DISPLAY EQUIPMENT					TOTAL CHARGES	
32" HD Flat Panel Display (Data & Video) Black		\$200.00	\$250.00		<b>EQUIPMENT SUBTOTAL</b>	
40" HD Flat Panel Display (Data & Video) Black		\$300.00	\$375.00		<b>8% SALES TAX</b>	
55" HD Flat Panel Display (Data & Video) Black		\$500.00	\$625.00		<b>LABOR SERVICES*</b>	
75" HD LED Display (Data & Video) Black		\$650.00	\$813.00		(PLEASE SEE SPECIAL INFORMATION)	
Digital Media Player		\$30.00	\$38.00		<b>TOTAL AMOUNT DUE</b>	
LCD Support Package (HDMI cable, safe lock stand & power strip)		\$65.00	\$81.00		<b>ONSITE CONTACT INFORMATION</b>	
4500 Lumen HD Projector		\$300.00	\$375.00		On-site Contact Name:	
Laptop Computer		\$125.00	\$156.00		Cell Phone Number:	
Additional Presentation Items		Call for Pricing*			Delivery Date/Time:	
AUDIO EQUIPMENT (AUDIO EQUIPMENT INCLUDES USE OF HOUSE SOUND SYSTEM)					Pick-up Date/Time:	
Dynamic Microphone (sm58)		\$35.00	\$44.00			
Floor Microphone Stand or Table Top Microphone Stand		N/C	N/C			
Gooseneck for Podium		N/C	N/C			
Wireless Handheld Microphone or Wireless Lavalier Microphone		\$115.00	\$144.00			
Wireless Headset Microphone		\$115.00	\$144.00			
6 Channel Audio Mixer		\$60.00	\$75.00			
16-Channel Audio Mixer		\$175.00	\$219.00			
Direct Box (Computer Audio)		\$20.00	\$25.00			
160 Watt Self-Powered Full Range Speaker w/Stand		\$65.00	\$81.00			
300 Watt Self-Powered Full Range Speaker w/Stand		\$85.00	\$106.00			
Additional Audio Items		Call for Pricing				
Client is required to provide own music source.						

**SPECIAL INFORMATION:**

\* Please contact the Exhibitor Services Department (215-418-2190) to discuss your estimate for labor services and to order additional equipment.

exhibitorservices@paconvention.com • 215-418-2190

RATES EFFECTIVE MAY 1, 2023 TO APRIL 30, 2024

## TERMS & CONDITIONS

### 1. INSTRUCTION FOR COMPLETING ORDER FORM

- A. Order must be typed or clearly printed; illegible forms will delay processing.
- B. For services and equipment not listed on the Service Order Form, please call the **PCC's Exhibitor Services Department at (215) 418-2190** or e-mail **exhibitorservices@paconvention.com**.
- C. Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

### 2. PAYMENT TERMS & CONDITIONS

- A. **Full payment is due with service order or the service order will not be processed.** Acceptable forms of payment are:
  - Company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority (PCC)**
  - Accepted credit cards.

Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department at 215-418-4793** for assistance.

Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided. To pay by credit card, please contact our **Accounts Receivable Department at 215-418-4793** for assistance.

- B. If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an **ANNUAL PERCENTAGE RATE OF 18%**. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
- C. A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- D. Cancellation of services must be received by PCC's Exhibitor Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- E. Labor rates are based on current prevailing wages and are subject to change.  
**Calculation of Stagehand Labor Rates are as follows:**
  - **Straight Time Rate (M-F first 8 hours of the day)**
  - **Overtime Rate (Saturdays and after the first 8 hours worked M-F)**
  - **Double Time Rate (Sundays)**
- F. It is the Customer's responsibility to advise PCC's Exhibitor Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- G. Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- H. Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- I. International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- J. For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

### 3. RENTAL TERMS AND CONDITIONS

- A. A representative of Customer must be present to sign for delivery of equipment.
- B. All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- C. All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- D. All equipment is subject to inspection and approval by PCC prior to connection to service.
- E. It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
- F. Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC's Exhibitor Services Desk.
- G. PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- H. The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Contact #: \_\_\_\_\_