



## RUBY TURNKEY MONITOR REPLACEMENT FORM



Orange County Convention Center | Orlando, Florida | June 5-7, 2018

FAX ORDERS: 610-825-4430 / PHONE ORDERS: 484-362-0803 / E-MAIL: [bruce.shannon@fmpmedia.com](mailto:bruce.shannon@fmpmedia.com)

FMP Media Solutions is the official audio visual provider for the SAPHIRE NOW and ASUG Annual Conference Exhibitor Program. The FMP team will deliver and set up the equipment right at your booth and will be on-site and on call to assist you with your AV needs throughout the event. For more than 50 years, FMP has helped clients including SAP create and deliver effective communications using video and multimedia. We understand the high-tech market space and would like the opportunity to help you.

**Order by **May 4** for the discounted rates. Standard rental rates will apply to orders placed after May 4.**

**The final date to place a replacement order is May 18.**

**This form is for replacement monitor orders for Ruby Turnkey booths only. If ordering a second monitor or other A/V, use the standard order form.**

**Contact Bruce Shannon to help you evaluate your AV needs at no charge, [bruce.shannon@fmpmedia.com](mailto:bruce.shannon@fmpmedia.com), 610-825-4000 (8:30 a.m. to 5:30 p.m. EST) before the event and 484-325-0360 during the event.**

### ■ Exhibiting Company Information / Authorization for Rental

Exhibiting Company Name: \_\_\_\_\_

Exhibiting Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

Booth#: \_\_\_\_\_ On-Site Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## ■ Ruby Turnkey Monitor Replacement Information and Options

- The Ruby Turnkey exhibit package includes one [24" monitor](#). Complete this form if you would like to replace this monitor with a 32" or 40" monitor.
- The replacement monitor may be placed on a stand on the back counter or mounted. **If the monitor is mounted, Freeman will charge a \$250 fee plus tax** for labor and material to retrofit your booth.
- **Do not cover important elements of your graphics!** If you are mounting a 32" or 40" monitor, the width of the panel where it will be mounted is 26" inches. Plan your graphics accordingly.
  - Specs for a 32" monitor: Samsung 28.9" X 17.08" x 1.17"
  - Specs for a 40" monitor: Sony 37.1" x 22.8" x 2.4"
- If ordering a second monitor or other AV, use our [standard order form](#). A second monitor may not be mounted to the booth.
- The final date to place an order is May 18.

## ■ Select Your Replacement Monitor

Monitor Options	Discounted Rate Per Day	Standard Rate After May 4	Subtotal Per Day
32" 16:9 1920 x 1080 HD Monitor	\$100.00 *	\$250.00 *	
40" 16:9 1920 x 1080 HD Monitor	\$275.00 *	\$360.00 *	
Would you like your monitor to be mounted or on a stand on the back counter? <b>Select one.</b>	Mounted	Table Top Stand	

\* In addition, if the monitor is mounted, Freeman will charge a \$250 fee plus tax for labor and material to retrofit your booth.

## ■ Calculate Your Total

One Day Equipment Subtotal (excludes delivery)	\$	
Total Event Rate - (Multiply by 3 Days)	x	3*
Subtotal	\$	
Delivery, Set-Up, and Removal charge is 20% of equipment subtotal (\$100.00 minimum)	x	20%*
* \$100.00 minimum - or 20% of above subtotal, whichever is greater.	\$	

Total Amount Due \$ \_\_\_\_\_

**3.5% will be added to all credit card transactions**

*Please Fill In:*

Exhibitor Name:  
Booth #  
Customer Initials:



## ■ Method of Payment / Authorization

☐ Company Check

☐ Credit Card Please note... a 3.5% fee will be added to all credit card invoices.

For your convenience, we will use this authorization to charge your credit card account for your advance orders, any and all services provided by FMP, or any charges which FMP may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

☐ American Express

☐ MasterCard

☐ Visa

PLEASE PRINT CLEARLY

Account No.: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

☐ Personal Credit Card

☐ Company Credit Card

Cardholder Name:

\_\_\_\_\_

Cardholder Billing Address:

\_\_\_\_\_

City/ State/ Zip:

\_\_\_\_\_

Signature:

\_\_\_\_\_

***Note: All payments are due at the time services are ordered.  
Purchase orders are not considered payment.***

□



## ■ Please Note

Rental period is May 30-June 7, 2018. Equipment rentals are based on SHOW PERIOD (5-day use for a 3 day charge).

Orders received after May 4, 2018 will be offered at standard rental rates only.

Additional labor rates may apply at: \$65.00/hr Straight Time (Between 8:00 am – 5:00 pm, Mon-Fri.) \$97.50/hr Overtime (Between 5:00 pm – 8:00 am Mon. – Fri., all day Sat./Sun.)

Please have a representative in your booth to sign for delivery of the equipment.

All payments must be made in advance in U.S. funds before set up and delivery.

Electrical Services are not included.

Cancellation of equipment rental and services must be received by the deadline date of May 4, 2018 in order to avoid charges.

## ■ Agreement

All equipment rentals are based on Show Rates and apply to show days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting FMP Media Solutions equipment for a specified period of time and is responsible for its safe return. EXHIBITOR 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 FMP Media Solutions in the same condition as it was in at the time of delivery to the EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify FMP Media Solutions of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of FMP Media Solutions in each instance.

## ■ Cancellation

Cancellation of equipment rental and services must be received by the deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided or are on site at the time of cancellation, full charge on labor and equipment will apply.

## ■ Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payment must be in U.S. dollars. Orders received without advanced payment or after the deadline date will incur additional (after deadline) charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FMP Media Solutions except where specifically identified as a sale. It is the EXHIBITORS responsibility to advise our Exhibit Service personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, FMP Media Solutions requires you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For international exhibitors, FMP Media Solutions requires 100% prepayment of advance orders, and any orders or services placed at the show site must be paid at the show. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF PENNSYLVANIA. In the event of any dispute between the EXHIBITOR and FMP Media Solutions relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FMP Media Solutions for its services, as an offset against the amount of any alleged loss or damage. Any claims against FMP Media Solutions shall be considered a separate transaction, and shall be resolved on its own merits. FMP Media Solutions reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that FMP Media Solutions may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

## ■ Balances

Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in King of Prussia, PA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge 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 FMP Media Solutions shall be either applied to reduce the principal unpaid balance or refunded to the payer.

*Please Fill In:*

Exhibitor Name:

Booth #:

Customer Initials:

