



## EXHIBITOR AV SUPPORT RENTAL FORM



Orange County Convention Center | Orlando, Florida | May 7-9, 2019

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 **April 5<sup>th</sup>** for the discounted rates. Standard rental rates will apply to orders placed after April 5<sup>th</sup>.

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 am to 5:30 pm EST) before the event, and at 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 or Room #: \_\_\_\_\_ On-Site Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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



■ **Computer Display – NOTE: Monitors MAY NOT be placed on front Desk/Counter**

Qty.	Equipment	Early Bird Event Rate	After Apr. 5 Event Rate	Event Subtotal
	24" 16:9 1920 x 1080 Monitor	\$375.00	\$480.00	
	32" 16:9 1920 x 1080 Monitor	\$495.00	\$645.00	
	43" 16:9 1920 x 1080 HD Monitor	\$980.00	\$1275.00	
	55" 16:9 1920 x 1080 HD Monitor	\$1650.00	\$2145.00	
	60" 16:9 1920 x 1080 HD Monitor	\$2250.00	\$2925.00	
	Floor Stand	\$250.00	\$325.00	
	HD Projector 3500 Lumens	\$1350.00	\$1755.00	

■ **Basic Audio Visual**

Qty.	Equipment	Early Bird Event Rate	After Apr. 5 Event Rate	Event Subtotal
	Projector Stand w/Drape	\$90.00	\$117.00	
	42" or 54" Rolling Cart w/Drape	\$135.00	\$180.00	
	Tripod Screen w/Dress Kit	\$275.00	\$350.00	
	Wireless PowerPoint Remote	\$90.00	\$117.00	

■ **Audio Equipment**

Contact FMP to customize your sound system and to order microphones.

Qty.	Equipment	Early Bird Event Rate	After Apr. 5 Event Rate	Event Subtotal
	Large Exhibit PA System (2 Bose speakers with subs & 1 mixer) Microphone not included see below	\$975.00	\$1260.00	
	Small Exhibit PA system (1 Bose speakers with subs & 1 mixer) Microphone not included see below	\$600.00	\$780.00	
	Wireless Handheld Microphone	\$525.00	\$690.00	
	Wireless Headset Microphone Package	\$705.00	\$915.00	
	Wireless Lavalier Microphone	\$525.00	\$690.00	

Please Fill In:

Exhibitor Name:  
Booth #:  
Customer Initials:



**Computer – PC Compatible Desktops/Laptops/Printers**

Qty.	Equipment	Early Bird Event Rate	After Apr. 5 Event Rate	Event Subtotal
	Mac Laptop	\$495.00	\$650.00	
	Laptop Computer	\$450.00	\$585.00	
	Black & White Laser Printer	\$400.00	\$585.00	
	Color Laser Printer	\$600.00	\$780.00	
	Reams of Paper	\$10.00	\$15.00	

**Quoted Equipment not listed on order form**

Qty.	Equipment	Early Bird Event Rate	After Apr. 5 Event Rate	Event Subtotal
	Flip Chart (2'x3' w/pad & markers)	\$150.00	\$195.00	

**Room Layout Information (do not complete if equipment is for a booth):**

Room Name/Number: \_\_\_\_\_

Classroom

Theater

Conference/Boardroom Table

U-shaped

Rounds

\_\_\_\_\_ Number of People

**Notes:**

## ■ Calculate Your Total

Equipment Subtotal (excludes labor and/or delivery)		\$
<b>For orders \$3,000.00 and under: Delivery, Standard Set-Up, and Removal charge is 20% of equipment subtotal (\$100.00 minimum)</b>	X	20%*
* Handling charge for orders exceeding \$3000.00 will be calculated based on actual time at the labor rates detailed below. Please contact FMP Media Solutions Exhibitor Services for a labor quote on orders above \$3,000.00. \$100.00 minimum - or 20% of above subtotal, whichever is greater.		\$
<b>Additional Hourly Labor Rates If Needed:</b>		
\$65.00/hr Straight Time (Between 8:00 am - 5:00 pm, Mon. through Fri.)		\$
\$97.50/hr Overtime (Between 5:00 pm - 8:00 am Mon. - Fri., all day Sat./Sun.)		\$

**Total Amount Due \$ \_\_\_\_\_**  
**3.5% will be added to all credit card transactions**

## ■ Method of Payment / Authorization

Company Check

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

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 Media, or any charges which FMP Media 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.: \_\_\_\_\_ CVV: \_\_\_\_\_

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.***

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



## ■ Please Note

Rental period is May 5-May 9, 2019. Equipment rentals include set-up and show days (5 day use for a 3 day charge).

Orders received after April 5, 2019 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 and set-up 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 April 15, 2019 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:

