

EXHIBITOR SERVICES FORM

DOBIL AV 615-881-6283

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS	
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.	
STREET ADDRESS		CITY	STATE	ZIP CODE	
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS			ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 25% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

DOBIL WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS EA/DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Any materials being sent to the venue must be marked as follows:

Please contact the hotel for package shipping instructions.

Form Submission – Email completed form to cjames@dobil.com

MONITORS

	PRICE	QTY.	DAYS RENTED	TOTAL
■ 22" Multi Sync Monitor	\$215			
□ Wall Mount □ Single-Pole Stand				
■ 32" LCD monitor	\$ NA			
□ Dual-Post Stand □ Table Stand □ Speakers				
■ 46" LCD monitor	\$440			
□ Dual-Post Stand □ Table Stand □ Speakers				
■ 55" LCD monitor	\$725			
□ Dual-Post Stand □ Table Stand □ Speakers				
■ 70" LCD monitor	Please contact Dobil for quote			

AUDIO EQUIPMENT

	PRICE	QTY.	DAYS RENTED	TOTAL
■ CD player	\$ 85			
■ Wired microphone	\$ 70			
□ Handheld □				
■ Wireless microphone	\$220			
□ Handheld □ Lavalier				
■ Wireless headset microphone	\$ 90			
<i>Requires wireless microphone unit to operate</i>				
■ Powered speaker	\$ 120			
<i>up to five people</i>				
■ Sound system	\$525			
<i>■ two speakers, two stands, one mixer, one wired microphone</i>				
<i>■ up to 20 people</i>				
■ 4-channel mixer	\$ 75			

ACCESSORIES

	PRICE	QTY.	DAYS RENTED	TOTAL
■ DVD player	\$ 85			
■ Laptop	\$250			
■ Black-and-white printer	\$190			

PROJECTION

	PRICE	QTY.	DAYS RENTED	TOTAL
■ LCD projector	\$480			
■ 32" Rolling cart	\$ 50			
■ Tripod screen	\$ 95			
□ 5' □ 6' □ 7' □ 8'				

INTERNET

	PRICE	QTY.	DAYS RENTED	TOTAL
■ Wired internet connection	\$195			
■ Wireless internet connection	\$160			
■ Dedicated bandwidth	Please contact Dobil for a quote			

LIGHTING

	PRICE	QTY.	DAYS RENTED	TOTAL
■ Up-light	\$ 95			

POWER

	PRICE	QTY.	DAYS RENTED	TOTAL
■ 120V – 5 AMP	\$125			
■ 120V – 10 AMP	\$185			
■ 120V – 15 AMP	\$215			
■ 208V Single Phase – 20 AMP	\$ NA			
■ 208V Single Phase – 30 AMP	\$ NA			
■ 208V Single Phase – 60 AMP	\$ NA			
■ 208V Three Phase – 20 AMP	\$ NA			
■ 208V Three Phase – 30 AMP	\$ NA			
■ 208V Three Phase – 60 AMP	\$ NA			
■ 25" AC cable	\$ 32			
■ Power strip	\$ 32			

NO RIGGING IS AVAILABLE AT SHERATON MC

CUSTOM ITEMS

	PRICE	QTY.	DAYS RENTED	TOTAL
■	\$ NA			
■	\$ NA			
■	\$ NA			
■	\$ NA			
■	\$ NA			

SPECIAL REQUESTS

Please add any items not listed above that you require.

TOTAL COSTS	PRICE
EQUIPMENT TOTAL	

Labor, Tax and Service Charge will be calculated on official quote.

TOTAL DUE	
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