

ATLANTIC AUDIO VISUAL

TRADE SHOW
Exhibitor Booth Accessory Order
 Atlantic Audio Visual
 2 Vanguard Court
 St. John's, NL A1A 5N7
 Tel: 739-6363 Fax: 709-739-6455
 Email: barrye@atlanticaudiovisual.com

IMPORTANT: This form must be completely filled out to ensure timely delivery of accessories to your Trade Show Booth. Incomplete paperwork may not be processed promptly and / or accurately.

Exhibitor Information			
Company Name	Event Name:		
Street:	Location:		
City:	Booth #:		
Prov./State:	Installation Date:	Time:	
Postal/Zip:	Exhibit Start Date:	Time:	
Tel #:	Exhibit End Date:	Time:	
Fax #:	Contact On Site:		
Contact Name:	On Site Contact #:		
Email Address:			

TABLES - all tables listed in height and diameter			
Quantity	Equipment	Advance Order	Late or On-Site Order
	30" h X 36" Round Table + 2 Chairs	\$80	\$100
	42" h X 36" Round Table + 2 Stools	\$115	\$135
	44" h X 24" Round Bistro Table	\$59	\$79
	40" h X 23" Round (encl) Pedestal Table	\$59	\$79
	40" h - 2' X 2' Square Counter w/ Storage	\$59	\$79
	40" h - 4' X 2' Square Counter w/ Storage	\$115	\$135
	40" h - 4' X 2' Black Draped High Table	\$55	\$75
	40" h - 6' X 30" Black Draped High Table	\$65	\$85

Booth accessory pricing for event duration - maximum 3 days

CHAIRS			
Quantity	Equipment	Advance Order	Late or On-Site Order
	High Back Swivel Stool (black or brown)	\$30	\$50
	High Back Director Stool	\$25	\$45
	Wooden Stool (no black)	\$19	\$39
	Deluxe Cloth Armchair	\$15	\$25

Booth accessory pricing for event duration - maximum 3 days

MISCELLANEOUS			
Quantity	Equipment	Advance Order	Late or On-Site Order
	10 Pocket Literature Stand	\$50	\$70
	Mini Literature Stand (4 - 6 pocket)	\$45	\$65
	Ballot Box / Fish Bowl	\$25	\$45
	Glass Top Coffee Table	\$79	\$99
	Glass Top Coffee Table with 2 End Tables	\$159	\$179
	Mini Fridge	\$65	\$85
	Artificial Plant - Medium Size	\$45	\$65
	Waste Basket	\$5	\$8

Booth accessory pricing for event duration - maximum 3 days

Method of Payment:			
Circle applicable:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex		
Credit Card Number:	_____	Subtotal:	_____
Expiration Date:	_____	14% HST	_____
Card Holder's Name:	_____	Total:	_____
Card Holder's Signature:	_____	Date:	_____





ATLANTIC AUDIO VISUAL


TRADE SHOW
Exhibitor Display Wall Order Form
 Atlantic Audio Visual
 2 Vanguard Court
 St. John's, NL A1A 5N7
 Tel: 739-6363 Fax: 709-739-6455
 Email: barrve@atlanticaudiovisual.com


IMPORTANT: This form must be completely filled out to ensure timely set up of your Trade Show Display Wall. Incomplete paperwork may not be processed promptly and / or accurately.

Exhibitor Information			
Company Name:		Event Name:	
Street:		Location:	
City:		Booth #:	
Prov./State:		Installation Date:	Time:
Postal/Zip:		Exhibit Start Date:	Time:
Tel #:		Exhibit End Date:	Time:
Fax #:		Contact On Site:	
Contact Name:		On Site Contact #:	
Email Address:			

10' DISPLAY BACKWALL			
Photo	Description	Advance Order Rates	Late or On-Site Order Rates
	10' Curved Backwall	\$235 (1 Day)	\$285 (1 Day)
	92" High		
	Fabric Panels (velcro compatible)	\$355 (2 Days)	\$405 (2 Days)
	2 X Halogen Lights		
	Optional Shelving Available	\$450 (3 Days)	\$500 (3 Days)

20' DISPLAY BACKWALL			
Photo	Description	Advance Order Rates	Late or On-Site Order Rates
	2 X 10' Curved Backwalls	\$420 (1 Day)	\$470 (1 Day)
	92" High		
	Fabric Panels (velcro compatible)	\$660 (2 Days)	\$710 (2 Days)
	2 X Halogen Lights		
	Optional Shelving Available	\$840 (3 Days)	\$890 (3 Days)

DISPLAY TABLETOP PACKAGE #1			
Photo	Description	Advance Order Rates	Late or On-Site Order Rates
	6' Curved Tabletop Display	\$150 (1 Day)	\$200 (1 Day)
	52" High		
	Fabric Panels (velcro compatible)	\$200 (2 Days)	\$250 (2 Days)
	2 X Halogen Lights		
	Table Skirting - Not Included	\$250 (3 Days)	\$300 (3 Days)

DISPLAY TABLETOP PACKAGE #2			
Photo	Description	Advance Order Rates	Late or On-Site Order Rates
	6' Panel Tabletop Display	\$80 (1 Day)	\$130 (1 Day)
	39" High		
	Fabric Panels (velcro compatible)	\$100 (2 Days)	\$150 (2 Days)
	Table Skirting - Not Included		
		\$120 (3 Days)	\$170 (3 Days)

Method of Payment:			
Circle applicable:	Visa	Mastercard	Amex
Credit Card Number:	_____		Subtotal: _____
Expiration Date:	_____		14% HST _____
Card Holder's Name:	_____		Total: _____
Card Holder's Signature:	_____		Date: _____

ATLANTIC AUDIO VISUAL

TRADE SHOW

Exhibitor Audio Visual Order Form

Atlantic Audio Visual

2 Vanguard Court

St. John's, NL A1E 1V1

Tel: 739-6363 Fax: 709-739-6455

Email: barrye@atlanticaudiovisual.com

IMPORTANT: This form must be completely filled out to ensure timely set up of power for your Trade Show Booth. Orders with incomplete paperwork may not be processed promptly and / or accurately.

Exhibitor Information

Company Name:		Event Name:	
Street:		Location:	
City:		Booth #:	
Prov./State:		Installation Date:	Time: _____
Postal/Zip:		Exhibit Start Date:	Time: _____
Tel #:		Exhibit End Date:	Time: _____
Fax #:		Contact On Site:	
Contact Name:		On Site Contact #:	
Email Address:		# of Days for Rental:	

Data Projectors, Screens and Stands

Quantity	Equipment	Advance Order	Late or On-Site Order
	42" High Draped AV Cart	\$20 per Day	\$30 per Day
	40" X 40" Fast Fold Screen	\$40 per Day	\$60 per Day
	50" X 50" Fast Fold Screen	\$50 per Day	\$75 per Day
	6' X 6' Tripod Screen	\$35 per Day	\$52 per Day
	8' X 8' Tripod Screen	\$40 per Day	\$60 per Day
	1500 Lumen LCD Data Projector	\$150 per Day	\$225 per Day
	2200 Lumen LCD Data Projector	\$195 per Day	\$275 per Day
	3300 Lumen LCD Data Projector	\$295 per Day	\$375 per Day
	5000 Lumen LCD Data Projector	\$450 per Day	\$675 per Day

Data Monitors

Quantity	Equipment	Advance Order	Late or On-Site Order
	20" LCD Flat Screen Monitor	\$75 per Day	\$110 per Day
	37" LCD Flat Screen Monitor	\$175 per Day	\$250 per Day
	42" Sony Plasma Monitor	\$195 per Day	\$275 per Day
	50" LCD Flat Screen Monitor	\$295 per Day	\$375 per Day

DVD Players and Notebook Computers

Quantity	Equipment	Advance Order	Late or On-Site Order
	DVD Player	\$30 per Day	\$45 per Day
	15" Screen - P4, Notebook	\$125 per Day	\$175 per Day
	17" Wide Screen, Core 2 Duo	\$195 per Day	\$275 per Day

Method of Payment:

Circle applicable:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex	
Credit Card Number:	_____	Subtotal: _____
Expiration Date:	_____	14% HST _____
Card Holder's Name:	_____	Total: _____
Card Holder's Signature:	_____	Date: _____

Helpful Return Shipping Instructions for Tradeshaw Exhibitors

Due to the volume of display crates and the limited aisle space available during show tear-down, the following procedures are in effect. Please review each carefully.

All outbound shipments being handled by Atlantic Audio Visual require the completion of the "Return Shipping Information" section of the Delta freight forwarding form. This is the form you should have already completed with your original in-bound shipment.

SHIPPING IS NOT AN AUTOMATIC PROCESS. All paperwork must be completed to ensure prompt return shipping.

It is the exhibitor's responsibility to secure their materials at the end of the show. All freight should be packed-up, sealed, labeled and left in your booth for pick up by Atlantic Audio Visual. Return waybills should be completed and affixed to the corresponding freight. If you do not have a return waybill, Atlantic Audio Visual will help you in obtaining one.

Atlantic Audio Visual will have exhibition support staff on-site to assist with labeling and/or direction during the event tear down process. Atlantic's support staff will not pack up exhibitor freight unless a completed "Display Form" is submitted at least 24 hours prior to strike.

All return domestic freight will be forwarded to **Atlantic Audio Visual Warehouse at 2 Vanguard Court, St. John's, NL A1A 5N7, Tel: (709) 739.6363** for return shipping. Freight with completed waybills takes priority and will be available for pre-scheduled pick up any time after 9 AM one day after the event concludes.

Exhibitors shipping international freight through PF. Collins Limited are required to make arrangements with that service provider. PF. Collins coordinates its activities with the Atlantic Audio Visual team.

In the event that your designated carrier fails to pick up or refuses to accept shipments, Atlantic Audio Visual reserves the right to re-route such shipments. Where no carrier is provided, material will be taken to Atlantic's warehouse and held for shipping instructions from the exhibitor. Exhibitors will be charged accordingly for this service. No liability will be assumed because of such re-routing or handling.

For any additional inquiries regarding domestic return shipping please contact the Atlantic Audio Visual Office at (709) 739.6363

For international shipping through PF. Collins Ltd. please contact : (709) 738.6514

10 days prior to event is required to process orders!!



TRADE SHOW
Display Labour Order Form
 Atlantic Audio Visual
 2 Vanguard Court
 St. John's, NL A1A 5N7
 Tel: 739-6363 Fax: 709-739-6455
 Email: barrye@atlanticaudiovisual.com

IMPORTANT: This form must be completely filled out to ensure timely set up of your Trade Show Booth. Orders with incomplete paperwork may not be processed promptly and / or accurately.

Exhibitor Information

Company Name:		Event Name:	
Street:		Location:	
City:		Booth #:	
Prov./State:		Installation Date:	Time: _____
Postal/Zip:		Exhibit Start Date:	Time: _____
Tel #:		Exhibit End Date:	Time: _____
Fax #:		Contact On Site:	
Contact Name:		On Site Contact #:	
Email Address:			

DISPLAY LABOUR RATES: (Two Hour Minimum per Worker)

Straight Time:	8:00 am - 12 am (Monday - Friday)	\$45.00 per hour
Overtime:	12am - 8am (Monday - Friday)	\$67.50 per hour
	8am - 6pm (Saturday and Sunday)	
Double Time:	ALL OTHER TIMES NOT MENTIONED ABOVE AS WELL AS HOLIDAYS	\$90.00 per hour

INSTALLATION LABOUR

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Extended Cost

DISMANTLE LABOUR

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Extended Cost

Method of Payment:

Circle applicable: Visa Mastercard Amex

Credit Card Number:	_____	Subtotal:	_____
Expiration Date:	_____	14% HST	_____
Card Holder's Name:	_____	Total:	_____
Card Holder's Signature:	_____	Date:	_____



Ship All Delta Freight To:
 Atlantic Audio Visual
 2 Vanguard Court
 St. John's, NL A1E 1V1
 Tel: 739-6363 Fax: 709-739-6455
 Email: barrye@atlanticaudiovisual.com
 Warehouse Hours: 08:00-17:00 (Mon - Fri)

IMPORTANT: This form must be completely filled out to ensure prompt delivery of your shipment. Atlantic Audio Visual is not responsible for shipments with incomplete paperwork.

Client Information

Company Name:		Event Name:	
Street:		Room:	
City:		Booth #:	
Prov./State:		Delivery Date Required	Time:
Postal/Zip:		Event Start Date:	Time:
Tel #:		Event End Date:	Time:
Fax #:		Contact On Site:	
Contact Name:		On Site Contact #:	
Email Address:			

Inbound Shipping Company Information (ie Fed Ex, Sameday, etc.)

Shipper:		Shipping Date:	
Street:		Estimated Arrival date:	
City:		Waybill #	
Prov./State:		# of Pieces	
Postal/Zip:		# of Pallets	
Tel #:		Estimated weight	LBS. KGS
Fax #:			

Return Shipping Information

Ship To:		Ship Via Air or Ground	
Street:		Required Arrival Date:	
City:		Waybill #	
Prov./State:		# of Pieces	
Postal/Zip:		# of Pallets	
Tel #:		Estimated weight	LBS. KGS
Fax #:		Important:	
Ship Via:		Client Account #	

Weight	INDIVIDUAL BOX OR PACKAGE (36"x36"x48" Max.) \$38.00 CWT (Per 100 lbs) \$.38 per Lbs. (\$20 Min. Charge)	Extended Cost
_____ LBS	Forwarded to Delta St. John's or St. John's Convention Centre	\$ _____
_____ LBS	Return forwarding from the Delta or St. John's Convention Centre	\$ _____
Weight	MULTIPLE BOXES OR PALLETS \$50.00 CWT (Per 100 lbs) \$.50 per Lbs. (\$75 Min. Charge)	Extended Cost
_____ LBS	Forwarded to Delta St. John's or St. John's Convention Centre	\$ _____
_____ LBS	Return forwarding from the Delta or St. John's Convention Centre	\$ _____

Method of Payment:

Circle the applicable: Visa Mastercard Amex

Credit Card Number: _____ Subtotal: _____
 Expiration Date: _____ 14% HST _____

Card Holder's Name: _____ Total: _____

Card Holder's Signature: _____

Important Important Important Important Important Important Important Important Important

- Fax or email this completed form to Atlantic Audio Visual before freight arrival. All freight must be shipped to the address above.
- It is recommended that the client arrange the return shipping pickup with the carrier and have return waybills completed in advance.
- Return freight is sent prepaid and must include Freight Carrier and Client Account #. Commercial invoices required for U.S. shipping.

- Freight will be accepted 15 days before event, warehousing fees will apply for earlier shipments.



TRADE SHOW - POWER ORDER FORM

Atlantic Audio Visual
 2 Vanguard Court
 St. John's, NL A1E 1V1
 Tel: 739-6363 Fax: 709-739-6455
 Email: barrye@atlanticaudiovisual.com

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Exhibitor Information

Company Name:		Event Name:	
Street:		Location:	
City:		Booth #:	
Prov./State:		Installation Date:	Time: _____
Postal/Zip:		Exhibit Start Date:	Time: _____
Tel #:		Exhibit End Date:	Time: _____
Fax #:		Contact On Site:	
Contact Name:		On Site Contact #:	
Email Address:			

Power Required

Quantity	Equipment	Advance Order	Late or On-Site Order
	Standard - 15 Amp Circuit	\$49	\$69
	30 Amp Circuit - 220 V	\$69	\$89

Accessories Required

Quantity	Equipment	Advance Order	Late or On-Site Order
	Power Bar	\$7	\$10

Power drops and power bars are priced for event duration

Method of Payment:

Circle applicable: Visa Mastercard Amex

Credit Card Number: _____

Expiration Date: _____

Card Holder's Name: _____

Card Holder's Signature: _____

Subtotal: _____
 14% HST _____
 Total: _____

IMPORTANT: This form must be completely filled out to ensure timely set up of power for your Trade Show Booth. Orders incomplete paperwork may not be processed promptly and accurately.

Exhibitor Information

Company Name:		Event Name:	
Street:		Location:	
City:		Booth #:	
Prov./State:		Installation Date:	Time: <input style="width: 50px;" type="text"/>
Postal/Zip:		Exhibit Start Date:	Time: <input style="width: 50px;" type="text"/>
Tel #:		Exhibit End Date:	Time: <input style="width: 50px;" type="text"/>
Fax #:		Contact On Site:	
Contact Name:		On Site Contact #:	
Email Address:			

Carpet required

Quantity	Equipment	Advance Order	Late or On-Site Order
		\$100	\$149
		\$100	\$149
		\$100	\$149
		\$100	\$149
		\$100	\$149

Card Holder's Name: _____	Total: _____
Card Holder's Signature: _____	