

USITT Conference and Stage Expo
 Kentucky International Convention Center - Louisville, KY

March 21-23, 2019

Discount Deadline **Friday, March 1, 2019**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Event Code: 1100590319

Send your order to:

email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Video/DATA Equipment

Qty	Item	Discount	Regular	Total	Choose Monitor Stand Type:		
	24" LCD/Flat Screen Monitor	\$275.00	\$357.50		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
	32" LCD/Flat Screen Monitor	\$475.00	\$617.50		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
	42" LCD/Flat Screen Monitor	\$625.00	\$812.50		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
	46" LCD/Flat Screen Monitor	\$800.00	\$1,040.00		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
	55" LCD/Flat Screen Monitor	\$1,200.00	\$1,560.00		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
	60" LCD/Flat Screen Monitor	\$1,500.00	\$1,950.00		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
	80" LCD/Flat Screen Monitor	\$2,800.00	\$3,640.00		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>

Touchscreen Displays

Qty	Item	Discount	Regular	Total
	32" Touchscreen Table Top	\$800.00	\$1,040.00	
	32" Touchscreen Mounted	\$800.00	\$1,040.00	
	46" Touchscreen Table Top	\$1,300.00	\$1,690.00	
	46" Touchscreen Mounted	\$1,300.00	\$1,690.00	

Accessories

Qty	Item	Discount	Regular	Total
	HDMI Cable	\$25.00	\$32.50	
	LCD Monitor Floor Stand Dual Post	\$225.00	\$292.50	
	LCD Mounting Bracket	\$150.00	\$195.00	

Computing

Qty	Item	Discount	Regular	Total
	Desktop Computer with Monitor	\$250.00	\$325.00	
	Laptop Computer Windows Based	\$350.00	\$455.00	
	Apple iPad	\$175.00	\$227.50	
	iPad Floor Stand- White	\$150.00	\$195.00	
	Apple 21.5" iMac	\$300.00	\$390.00	
	Apple 15" MacBook Pro	\$450.00	\$585.00	
	Apple 17" MacBook Pro	\$525.00	\$682.50	

Additional Audio Visual Equipment

Qty	Item	Discount	Regular	Total
	8' Tripod Screen	\$150.00	\$195.00	
	Projector Support Package	\$150.00	\$195.00	
	4K Meeting Room Projector	\$275.00	\$357.50	
	Wireless Microphone	\$350.00	\$455.00	
	Small High Performance PA System	\$225.00	\$292.50	

(includes 2 speakers w/ stands and mixer)

20% Labor Charge--Added to all orders--Includes delivery, install, dismantle

Item 20% of order or \$125 min

Delivery, Install, Dismantle

Signature indicates you read and accept the Payment Policy and Terms & Conditions

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Total AV: \$ _____
 20% Labor Charge (\$125 min) Includes Delivery, Install, Dismantle \$ _____
 NA Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____



Please Complete:

Onsite Contact _____

Cell Phone _____

Email Address _____

Install Date _____

Install Time _____

Dismantle Date _____

Dismantle Time _____

**Not sure what you need?
 Contact our friendly
 AV Team for advice!**

Jordan L. Baker
 404-720-8672
 jlbaker@shepardav.com

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Event Code: I100590319

Connect With Us!
 email Indianapolis@shepardes.co
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 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Payment Authorization

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will only use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. If you choose to pay for services by credit card, we will send you an e-secure link to our payment portal, Payment360. Credits for services will be issued at show site only.**

Please complete the following information:

EXHIBITING COMPANY INFORMATION


Company Name: _____ Booth # _____
 Street Address: _____ Phone: _____
 City, St, Zip: _____ Fax: _____
 Contact Name: _____
 Email: _____

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check Pay by Wire



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #: _____
 Expiration Date: _____
Month Year Security Code
 Billing Address: _____
 City, ST, Zip: _____
 Name on Card: (Please Print) _____
 Please Sign  _____
Card Holder Signature

By signing the above I acknowledge and understand that ALL services rendered, including Material Handling, will be billed to this credit card.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending **USITT Conference and Stage Expo**
 Exhibiting Company Name _____
 Booth Number _____
 Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
 Routing Number: 041000124 Account Number: 42-6061-9772
 SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or

TAX EXEMPT? Please submit tax exemption certificate to: Indianapolis@shepardes.com

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.