

# Exhibits

## AV Order Form

If you prefer, you may complete this form online at:

<https://www.splchicago.com/dia-exhibitor/>

Show Name: DIA 2023 Booth# \_\_\_\_\_

|                  |  |        |  |
|------------------|--|--------|--|
| Company:         |  |        |  |
| Contact:         |  |        |  |
| Billing Address: |  |        |  |
| City/State/Zip:  |  |        |  |
| E-Mail:          |  | Phone: |  |

|                 |  |       |        |
|-----------------|--|-------|--------|
| Onsite Contact: |  | Setup | Strike |
| Mobile:         |  | Date: |        |
|                 |  | Time: |        |

| QTY | EQUIPMENT  | ADVANCED RATE | STANDARD RATE | TOTAL |
|-----|--|---------------|---------------|-------|
|     | 24" Flat-screen Monitor  | \$320.00      | \$385.00      |       |
|     | 32" Flat-screen Monitor  | \$550.00      | \$595.00      |       |
|     | 50" Flat-screen Monitor with table stand *                           | \$1050.00     | \$1,125.00    |       |
|     | 65" 4K Flat-screen Monitor with table stand*                         | \$1,350.00    | \$1,475.00    |       |
|     | 86" 4K Flat-screen Monitor (dual-post stand required)*               | \$2,600.00    | \$2,900.00    |       |
|     | Media Player   | \$120.00      | \$145.00      |       |
|     | Dual-Post Stand  | \$180.00      | \$210.00      |       |
|     | Monitor Wall Bracket<br>(must be installed by Exhibit Show Services) | \$180.00      | \$210.00      |       |
|     | Laptop Computer  | \$430.00      | \$460.00      |       |
|     | Computer Speakers  | \$100.00      | \$120.00      |       |
|     | Wireless Lavalier  | \$455.00      | \$515.00      |       |
|     | Wireless Headset Mic   | \$575.00      | \$650.00      |       |
|     | Wireless Standing Mic/Handheld Mic                                   | \$455.00      | \$515.00      |       |
|     | Booth PA (2 Speakers, Stands, Mixer, Standing Mic)                   | \$850.00      | \$1,020.00    |       |

\*Dual post floor stands for TVs must be ordered separately

**All orders must be received prior to June 16**

**Deadline for Advanced Rate Orders: June 2, 2023.**

The standard rate applies for orders received after the expressed deadline date. All orders are subject to availability upon the time of submission.

|  |          |
|--|----------|
| Equipment Total:                                 |          |
| Labor (25% of Equipment Total or \$175 minimum): |          |
| Delivery Fee:                                    | \$150.00 |
| Grand Total:                                     |          |

There will be a 3.5% processing fee for credit card orders.

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### **Deadline for Advanced Rate Orders: June 2, 2023**

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### **Terms and Conditions**

- A 25% Equipment Set and Dismantle Fee will be added to the order.
- Cancellations received less than 7 days prior to delivery date will incur 100% of the original charges on the order.
- The equipment is the responsibility of the client from delivery until it is picked up at end of show.
- Full replacement or repair costs will be charged for any damage or missing items.
- Add 20% cost for any orders made on site
- The customer is responsible for arranging and providing the necessary electrical needs.
- A representative of your company must be present at the time of the delivery for set up instructions and delivery verification.
- SPL cannot install wall brackets. Contact Exhibit Show Services.
- If you have any special equipment request not included on the order please call.
- All amounts are in USD.

### **Submission**

Please email your order form to [diaexhibits@splchicago.com](mailto:diaexhibits@splchicago.com) and we will get back to you with confirmation and provide a link for electronic and secure payment, or you can go to our online order form at: <https://www.splchicago.com/dia-exhibitor/>

If you have any questions about your order or have requirements not listed on this form, please contact SPL at **(847) 430-4700**.