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Exhibitor Audio Visual Order Form  
**Star Trek Chicago**  
 April 8-10, 2022  
 McCormick Place, Chicago

Order by March 14th. to avoid a 20% late order fee.

Reaction AV is the official AUDIO VISUAL supplier for Star Trek Chicago! We are a one-stop shop for all your tech needs, with an onsite team offering 24/7 service & support. We can also provide advanced installation and operators including LED / video techs for switching sources, audio engineers, cameras & operators, and much more.

PROJECTION MONITORS LED WALLS CUSTOM VIDEO SOLUTIONS LIVE AUDIO INTELLIGENT LIGHTING

**Questions? Call 877.2.RENT.US or 949.600.8235, or email us at exhibitor@reactionav.com and we can discuss your custom AV needs.**

Customer Delivery Information	Customer Payment Information
Company Name:	Name:
Exhibit Name (if different):	Company:
Booth Number:	Billing Address:
Onsite Contact:	City, State, Zip:
Mobile Number:	Method of Payment:
Email:	<input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> Bank Wire
2nd Contact:	<input type="checkbox"/> Master Card <input type="checkbox"/> Co. Check <input type="checkbox"/> Other (Specify)
2nd Mobile Number:	Credit Card Number:
2nd Email:	Exp. Date:
Delivery Date:	Security Code (back of Visa/MC, front of AMEX):
Pickup Date:	Signature:

DELIVERY NOTES: Client must be present in booth to sign for gear at requested time or re-delivery fee may be incurred. Delivery fee includes basic setup only as defined in our TERMS AND CONDITIONS. Additional labor is extra and quoted on a case by case basis so that we can provide a cost effective solution. No specific delivery time can be guaranteed due to the fact that Reaction AV does not control the loading dock. Reaction AV will not be responsible for any rigging or I&D labor costs, or any other costs, due to delivery delays or the need to swap out non-functioning equipment. By ordering from Reaction AV you agree to accept and abide by the Terms & Conditions and Cancellation policies outlined on page 2.

EQUIPMENT (Call us for items not listed)	QTY	RATE	TOTAL
<b>MONITORS &amp; VIDEO EQUIPMENT</b>			
27" LCD HD Monitor- 1920x1080p Res, DVI/HDMI inputs, HDMI (DVI)	x	\$ 145.00	=
32" LCD TV/Data Monitor - 1920x1080 HD Video, HDMI inputs	x	\$ 245.00	=
40" LCD TV/Data Monitor - 1920x1080 HD Video, HDMI inputs	x	\$ 395.00	=
50" LED TV/Data Monitor - 1920x1080 HD Video, HDMI inputs	x	\$ 550.00	=
55" LED TV/Data Monitor - 1920x1080 HD Video, HDMI inputs	x	\$ 725.00	=
65" LED TV/Data Monitor - 1920x1080 HD Video, HDMI inputs	x	\$ 895.00	=
75" LED TV/Data Monitor- 1920x1080 HD Video, HDMI inputs	x	\$ 1,395.00	=
82" LED TV/Data Monitor- 1920x1080 HD Video, HDMI inputs	x	\$ 1,995.00	=
90" LED TV/Data Monitor- 1920x1080 HD Video, HDMI inputs	x	\$ 2,695.00	=
7' Dual Pole Stand for Plasma/LCD/LED Monitors up to 90"	x	\$ 295.00	=
TV Wall Mount (REQUIRED) for <u>YOUR</u> monitor if you are renting <u>OUR</u> stand for <u>YOUR</u> monitor.	x	\$ 85.00	=
Installation Fee to mount <u>YOUR</u> monitor to Plasma Stand (Cost is per monitor to be mounted)	x	\$ 75.00	=
Shelf for Dual Pole Stand (will hold Laptops, DVD Players, Game Console, Media Player, etc.)	x	\$ 65.00	=
Seamless Video Switcher to switch between up to 8 HD video/data sources. Call for specs.	x	\$ 795.00	=
Media Player - will play most files (small, compact player for video loop playback)	x	\$ 75.00	=
Desktop Gaming PC Tower w/ Gaming Video Card (customizable) Starting at \$450.00 and up. (call/email for quote)	x	\$	=
Note: Call us for live streaming equipment, cameras, switchers, encoders, splitters and more!	x	\$	=
<b>AUDIO EQUIPMENT</b>			
Powered Speaker w/ Stand (recommend 1 speaker for every 10' x 10' of booth space.)	x	\$ 245.00	=
Small Audio Mixer to connect up to (4) Microphones or other sources to powered speakers	x	\$ 180.00	=
Wireless Microphone Combo Kit - Includes Lavalier and Hand Held Mic options	x	\$ 275.00	=
<b>ACCESSORIES &amp; BLANK LINES FOR ITEMS NOT LISTED</b>			
CALL US FOR STREAMING NEEDS! Cameras, Broadcast Switchers, Graphics, Operators and more!	x	\$	=
(blank line)	x	\$	=
(blank line)	x	\$	=
Delivery charge includes basic setup as outlined in Terms and Conditions on page 2. Any additional labor must be ordered prior to delivery or paid for onsite prior to services rendered.			<b>Subtotal:</b>
			<b>20% Late Fee</b> if ordered after 03/14/2022 =
			<b>Delivery &amp; Service charge</b> is 10% of subtotal or \$195.00, whichever is GREATER: =
<b>TO COMPLETE THIS ORDER - FAX (949) 600-8238 or scan and email to exhibitor@reactionav.com</b>			<b>Total:</b> =



## **TERMS AND CONDITIONS OF RENTAL**

The RENTER (client) agrees that all electronic equipment can fail without notice due to wear and tear, movement during installation, or due to inconsistent power provided by venue, and agrees to hold Reaction Audio Visual, LLC. Harmless for any costs or loss of exhibit time due to equipment failure before or during the clients presentation. The only compensation Reaction AV will offer is a pro-rated rental cost reduction based upon the duration of the equipment failure beyond a (2) two hour period. If the equipment is mounted in such a way by the RENTER, or by Reaction AV as directed by the RENTER as to limit or delay our ability to replace the item at the time of failure then the item will be replaced at the next available moment and no pro-rate discount can be offered unless no replacement is made available. The RENTER is responsible for any rigging costs incurred to swap out equipment if rigged. The RENTER is responsible for the security and well being of all equipment from the moment delivered (including during drayage/handling by decorators or other 3rd parties assigned by RENTER to handle their booth elements) until picked up by Reaction AV. This includes scratches to monitor screens and bezels, missing remotes or mounting hardware or any other loss or damage regardless of cause. Damages will be charged to the credit card on file. By executing this rental agreement you agree to

## **CANCELLATION POLICY**

Availability is NOT guaranteed until order is paid and confirmed. Orders cancelled less than 14 days prior to delivery are subject to a 25% restocking fee. Orders cancelled less than 8 days prior to delivery are subject to a 50% restocking fee. Orders cannot be cancelled less than 5 calendar days before the delivery date unless both parties agree. The "Delivery" Date for all booth orders is considered the first setup date that the exhibitor is allowed to setup, or the delivery date requested on this order form. RENTER must be in the booth and sign for delivery unless you authorize us to leave the equipment in the booth unsecured. Re-delivery may add costs to the RENTERS order. If the RENTER requests Reaction to leave the equipment in the booth unattended because they cannot be in the booth to sign for the gear at the scheduled delivery time, the RENTER agrees to stipulate the condition of the equipment was good at the time of the delivery, and any damage to the equipment as noted at the time of pickup will be charged to the RENTER.

## **LABOR POLICY**

Reaction AV will perform any and all work that we are ABLE to perform without violation of any union rules or restrictions, and deliver the equipment to your booth. The basic delivery charge includes our techs setting up the monitors on their table top stands and placing them on a RENTER provided surface, or mounting the monitors to a floor stand that WE provide. We will connect the monitor to a local source and remove the empty cases. All other types of installation (mounting monitors on walls, truss, or any other method) is considered advanced installation and must be discussed in advance. If a dedicated tech or technicians are required for this installation then additional charges may apply. Advanced installation is \$70/per hour, per technician, in most cases and some minimums may apply. Please call us at 949-600-8235 to discuss your booth. We will work with you to minimize costs but please understand if our techs are going to spend several hours or days assembling the AV in your booth, we must be compensated for this work. We can also help you plan all technical considerations such as splitting signals to multiple monitors, HDCP Compliance, signal loss over distance, etc. There is no cost for pre-production services with

## **DELIVERY/PICKUP POLICY**

Delivery and pickup time under the Delivery Section is not guaranteed. This is the target time and date that we aim for, and in almost all cases its not an issue. However, Reaction AV does not control the dock. We can only estimate when the equipment will be loaded into the facility and delivered to your booth. Please do not schedule riggers or install crew for audio visual without consulting with Reaction AV first. Reaction AV cannot be held responsible for labor costs (or any other costs) for wait/stand-by time if the AV is not delivered to the booth at the exact time requested. We recommend a time buffer between the requested delivery time and the scheduling of any install and dismantle labor (including labor booked through Reaction AV) to ensure the equipment is in the booth

## **MONITOR FLOOR STAND POLICY**

We often get questions as to why we charge what we charge for a Monitor Floor Stand, and then a separate cost for a mount. There are several factors involved, and we have experimented with various price structures in the past, and have determined that the best method for all parties is to charge the same rental cost for a stand, regardless if the monitor is also rented from Reaction, or if you provide one yourself. However, The commercial (industry standard) Dual Pole 7' Tall Plasma/LCD Stand that we carry does not mate directly to the monitor. The monitor must have a compatible bracket, manufactured by Premier Mounts and it must mate to the PSD Dual Pole Stand. Consumer wall mounts found at box stores such as Best Buy will not mate to the stand. If the client owns the proper mount for their monitor- its no problem. However, if the client brings his/her own monitor and does not own the compatible mount, then Reaction AV can rent the mount. It would be impossible for us to list the cost of these mounts on the order form as there are literally hundreds of models that fit every brand/make/model of monitor on the market. We will gladly provide a quote for these mounts upon request. We usually rent these mounts to our clients for \$75, but this is not guaranteed. Just email or call us with the exact make/model of monitor you are bringing. Please understand that if you bring your own monitor you will need to order labor from us if you want us to attach it to the stand. We will do our very best to serve you, but AV labor is expensive for us to provide, and hanging client monitors on stands is always a time consuming endeavor. Reaction will not be held liable for ANY damage to a client monitor for any reason whatsoever, if you request that Reaction hang your monitor. There is simply no way for us to verify if any damage to the monitor already existed, or was caused by a third party. Internal damage cannot be seen by visual inspection. By ordering labor to handle any of your equipment you agree to hold Reaction AV and its vendors harmless for any loss or damages of any kind.