

Company Name: _____	Booth Name/Number: _____
Ordered By Name: _____	Contact Name: _____
Ordered By Phone/Cell #: _____	Contact Cell Number: _____
E-Mail Address: _____	Delivery Date: _____
Billing Address: _____	Pick Up Date: _____

Delivery Time: ☐ 6:00AM – 10:00AM ☐ 10:00AM – 2:00PM ☐ 2:00PM – 6:00PM

NOTE: A representative of your company should be present at the time of delivery for set-up instructions and delivery verification. Please note that equipment may not be left in an unattended booth.

*****ORDER BY AUGUST 9th, 2024 TO RECEIVE A DISCOUNTED ADVANCE SHOW RATE*****

COMPUTERS & ASSESSORIES	QTY	Advance Show Rate	Standard Show Rate	Total	
Laptop Computer - 15" w/MSO		\$360.00	\$450.00		
MacBook Pro - 15"		\$720.00	\$900.00		
**Laser Printer (Black & White) Call for color pricing.		\$180.00	\$225.00		
Apple iPad		\$120.00	\$150.00		
Wireless keyboard/mouse kit		\$48.00	\$60.00		

Rental will incur additional \$.10 per copy billed at end of event.

MONITORS - DISPLAYS - PLAYBACK DEVICES	QTY	Advance Show Rate	Standard Show Rate	Total	
32" HD LCD Monitor - Select input method ☐ HDMI ☐ VGA ☐ USB		\$360.00	\$450.00		
42" HD LCD Monitor - Select input method ☐ HDMI ☐ VGA ☐ USB		\$600.00	\$750.00		
50" HD LCD Monitor - Select input method ☐ HDMI ☐ VGA ☐ USB		\$720.00	\$900.00		
60" HD LCD Monitor - Select input method ☐ HDMI ☐ VGA ☐ USB		\$840.00	\$1050.00		
65" HD LCD Monitor - Select input method ☐ HDMI ☐ VGA ☐ USB		\$960.00	\$1200.00		
LCD Monitor Floor Stand (Note: Floor stands only fit 42" – 70" monitors)		\$225.00	\$180.00		
LCD Monitor Wall Mounting Bracket		\$36.00	\$45.00		
Shelf for LCD Monitor Stand		\$36.00	\$45.00		
DVD or Media Player w/ Auto Repeat ☐ DVD ☐ MEDIA PLAYER		\$48.00	\$60.00		

All monitors come standard with a tabletop stand.

Please call or email to request larger monitors or LED wall.

MISCELLANEOUS AV EQUIPMENT	QTY	Advance Show Rate	Standard Show Rate	Total	
Wireless Microphone - ☐ Lav ☐ Handheld ☐ Headset		\$360.00	\$450.00		
Small Exhibit Booth Audio System (2 – Speakers w/stands + mixer.)		\$360.00	\$450.00		
Tripod Screen w/ Skirt - ☐ - 6' ☐ - 8' larger screens available		\$120.00	\$150.00		
Meeting Room Projector w/ Stand & Skirt		\$720.00	\$900.00		
Projector Stand w/ Skirt		\$36.00	\$45.00		

Please call or email if you need any equipment not listed on form.

Equipment Total: _____

* Handling Charge includes delivery, set-up and take-down of AV Equipment. **There is a \$100.00 minimum handling charge.**

Additional labor may be required for client provided monitors and stands.

Electrical Services are not included in equipment rental pricing.

	Total
A. Equipment Total	
B. *30% Handling Charge (A x .3)	
E. Total Due (A + B)	

PAYMENT INFORMATION:



Premier accepts payments by Check, Credit Card or Electronic Funds Transfer (EFT). Payment is due in advance of equipment delivery. Please select payment method below:

- ☐ Check – (Please make check payable to **Premier Creative Group**) 1821 Northwood Dr., Troy, MI 48084
- ☐ EFT – (If EFT is selected, we will provide you with banking information)
- ☐ Credit Card – (if credit card is selected, we will email you your project reference number and secure link to complete payment process)

Signature: _____ Date: _____

TERMS & CONDITIONS:

RENTAL AGREEMENT - It is understood and agreed that RENTER is renting PREMIER CREATIVE GROUP (PREMIER) equipment for a specified period of time and is responsible for its safe return. RENTER hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PREMIER in the same condition as it was in at the time of delivery to RENTER, reasonable wear and tear excluded. RENTER will immediately notify PREMIER of any damage to the rental equipment, and RENTER hereby agrees to be billed (at replacement cost) for any damage to, or loss of, rental equipment damaged or lost while in RENTER'S care, custody and/or control. In no event shall RENTER permit any equipment to be used and/or possessed by other parties other than the named RENTER without prior consent of PREMIER in each instance. All materials and equipment are on a rental basis for the duration of the event or event and remain the property of PREMIER except where specifically identified as a sale.

CANCELLATIONS – Cancellation of equipment and services must be received at least 48 hours prior to installation date to avoid a 25% cancellation fee on equipment. This cancellation fee does not apply to labor except when Union Labor is required. When Union Labor is required and a Labor Call has been placed prior to cancellation, RENTER must pay the full amount when the Union will not allow PREMIER to cancel the Labor Call.

UNPAID BALANCES - Should there be any pre- approved unpaid balance after the close of the event, terms will be net, due and payable in Troy, MI upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PREMIER shall be either applied to reduce the principal unpaid balance or refunded to the payer.

ORDER INSTRUCTIONS:

To place your order:

- Complete and sign this document:
 - E-mail it to AV@PremierAV.net
- We will send you a confirmation that we received your order. If you do not receive confirmation within 24 hours, please contact us directly at our Huntington Place Office number below.

Premier @ Huntington Place Detroit, Office: 313-540-4060 ~ AV@PremierAV.net