

# Exhibitor Audio Visual Order Form

Michigan Minority Procurement Conference

May 1<sup>st</sup>, 2025




ORDER ONLINE AT: <https://premierav.net/mmpc-2025/>

Receive a 20% Discount if you complete your order on, or before: April 17<sup>th</sup>, 2025


Company Name: _____	Booth Name/Number: _____
Ordered by Name: _____	Contact Name: _____
Ordered By Phone/Cell#: _____	Contact Cell Number: _____
E-Mail Address: _____	Delivery Date: _____
Delivery Time: <input type="checkbox"/> 6AM-10AM <input type="checkbox"/> 10AM-2PM <input type="checkbox"/> 2PM-6PM	Pick Up Date: _____
Billing Address: _____	

COMPUTERS & ACCESSORIES	QTY	EXPO RATE	TOTAL
Laptop Computer – 15” w/ MS Office		\$150.00	
MacBook Pro – 15” w/ Keynote		\$300.00	
** Laser Printer (Black & White) Call for Color Printing.		\$75.00	
Apple iPad		\$50.00	
Wireless Keyboard/Mouse Kit		\$20.00	




\*\*Rental will incur additional \$0.10 per copy billed at the end of the event.

MONITORS – DISPLAYS – PLAYBACK DEVICES	QTY	EXPO RATE	TOTAL
32” HDTV w/ 6’ HDMI Cable, Desktop Stand, & USB Media Player		\$150.00	
42” HDTV w/ 6’ HDMI Cable, Desktop Stand, & USB Media Player		\$250.00	
50” HDTV w/ 6’ HDMI Cable, Desktop Stand, & USB Media Player		\$300.00	
60” HDTV w/ 6’ HDMI Cable, Desktop Stand, & USB Media Player		\$350.00	
65” HDTV w/ 6’ HDMI Cable, Desktop Stand, & USB Media Player		\$400.00	
HDTV Floor Stand (Note: fits 42”-70” HDTVs) - Req Vertical Mounting: <input type="checkbox"/>		\$75.00	
HDTV Wall Mounting Bracket (Note: Subject to Electrical Union Fees)		\$15.00	
Laptop Shelf for Floor Stand		\$15.00	
Media Player w/ 6’ HDMI Cable: 1080p: <input type="checkbox"/> 4K: <input type="checkbox"/>		\$20.00	



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

MISCELLANEOUS AV EQUIPMENT	QTY	EXPO RATE	TOTAL
Wireless Microphone: LAV: <input type="checkbox"/> Handheld: <input type="checkbox"/> Headset: <input type="checkbox"/>		\$300.00	
Small Exhibit Booth Audio System: (2) Speaker w/ Stands + Mixer		\$150.00	
Tripod Screen w/ Skirt: Select Size: 6’ <input type="checkbox"/> 8’ <input type="checkbox"/> 10’ <input type="checkbox"/>		\$50.00	
Meeting Room Projector w/ Stand & Skirt		\$300.00	
Projector Stand & Skirt		\$15.00	
		A. Equipment Total:	



Please call or email if you require any equipment not on this form.

**IMPORTANT NOTES:**

- A Handling Charge greater of \$100 or 30% of the total will be applied to the rental. This covers Delivery, Setup, and Take Down of the rented equipment.
- Additional Labor may be required for Client provided monitors and stands.
- Electrical services are not included in the equipment rental pricing.

Final Calculations	Totals
A. Equipment Total:	
B. Handling Charge (A x 30%):	
Total Amount Due (A + B):	

If this order has been submitted on or before the Advanced Rate date stated above, we will discount your total due by 20%.

Our team will process your order and provide you with a final quote. Payment options are defined on page 2 of this document.

**PAYMENT INFORMATION**

Premier Creative Group accepts payments by Check, Credit Card, or Electronic Funds Transfer (EFT).  
Once your order is submitted, a representative from our account management team will send you a formal quote with any additional discounts or additions applied.

After payment is processed, an invoice showing Paid in Full will be emailed to you for your accounting records. W9 is available upon request.

You can also order online at our website: <https://premierav.net/>  
Access the exhibitor portal to complete an order online.

**ORDER CONFIRMATION**

Please review our company's terms & conditions for rental agreements.  
<https://www.premierav.net/services-terms-conditions/>

By signing the Exhibitor Order Form, you agree to our terms & conditions as stated at the time of signature.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Please use this section if you would like to provide any other information or have questions about the information that has been provided on this form. Thank You!

---

---

---

---

---

---

---

---

---

---