

ELECTRICAL AND RIGGING SERVICES ORDER FORM



FOUR SEASONS RESORT AND CLUB
Dallas at Las Colinas

Audio Visual Services
 4150 N. MacArthur Blvd. Irving TX 75038
 Tel: 972-717-2432 Fax: 972-717-8099

Exhibit Booth Info

Please complete the requested information below

Program: _____

Set Up Date: _____ Set Up Time: _____ Booth #: _____

End Date: _____ End Time: _____

COMPANY INFORMATION

COMPANY NAME
ON-SITE CONTACT NAME
Address
City, State, Zip
Telephone Number
Fax Number

Payment Terms & Conditions

Full payment, including sales tax, is due 10 business days prior to group event. Purchase orders are not accepted. Cancellations less than 24 hours prior to exhibit load-in will be charged 100% of a one day rate

A representative must be in your booth to sign for delivery of equipment

The equipment requested is for use in the exhibit booth only. Equipment may not be removed without the written permission of the Four Seasons Audio Visual Department

All equipment must be returned to FSAV in the same condition as it was in at the time of delivery, normal wear and tear excluded.

Exhibitor agrees to be billed for any damages or loss of equipment while in exhibitors care or control.

Any additions or variances will be billed within 24 hours after close of the event program

Electrical services are not included in equip. pricing. For equipment not listed, or special assistance, please call (972) 717-2431

Electrical	RATE	QTY	DAYS	TOTAL
Service				
One (1) 5 Amp outlet	\$10.00	_____ X	_____ =	_____
One (1) 10 Amp outlet	\$20.00	_____ X	_____ =	_____
One (1) 20 Amp outlet	\$30.00	_____ X	_____ =	_____
60 Amp 3 Phase	\$150.00	_____ X	_____ =	_____
100 Amp 3 Phase	\$250.00	_____ X	_____ =	_____
200 Amp 3 Phase	\$600.00	_____ X	_____ =	_____
400 Amp 3 Phase	\$1,000.00	_____ X	_____ =	_____
Rental				
Extension Cord - Up to 100'	\$15.00	_____ X	_____ =	_____
Power Strip	\$8.00	_____ X	_____ =	_____
Genie Personnel Lift - 4 Hour Minimum	\$200.00	_____ X	_____ =	_____
Genie Personnel Lift - Day	\$350.00	_____ X	_____ =	_____

Rigging

Equipment	RATE	QTY	DAYS	TOTAL
Existing Motor Points*	\$50.00	_____ X	_____ =	_____
* 8 hangpoints existing, diagram available upon request				
Airwall Hanger - 500 lbs Limit	\$25.00	_____ X	_____ =	_____
Chain Motor	Call for Price	_____ X	_____ =	_____
12" Box Truss	Call for Price	_____ X	_____ =	_____

Rigging Personnel				
Rigger/hr - 4 Hour Minimum	\$65.00	_____ X	_____ =	_____

Additional Engineering Services				
Hang Banner (4x 6 or Smaller)	\$35.00	_____ X	_____ =	_____
Hang Banner (large)	\$50.00	_____ X	_____ =	_____
Remote Room Lighting Control	\$65.00	_____ X	_____ =	_____

Orders received less than 10 business days before exhibit set-up will be charged on-site rates.

Payment *Please complete the requested information below:*

<input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Master Account
Cardholder's Name
Account Number Expiration Date
Authorized Signature
I hereby authorize the Four Seasons Resort and Club to charge my credit card for the Hotel accommodations and functions and agree that any dispute will be resolved no later than ten (10) days from the date of the invoice

Total Cost

Equipment Subtotal	_____
Service Charge	_____
A 20% Service Charge will be applied to all AV equipment rented	
8.25% Sales Tax:	_____
Tax and Service charge are figured on the Equipment subtotal.	
Grand Total	_____