



Long Beach Convention Center | Long Beach, CA

Phone: 562-499-7546  
E-Mail: smartinez@projection.com

### Meeting Room (Audio) Order Form

**As the Long Beach Convention Center's official A/V supplier, Projection will be on-site from set-up through dismantle.**

Exhibit Information	
Company Name:	On-site Contact:
Room #:	On-site Contact Cell Phone #:
Delivery Date:	Ordered By:
Delivery Time: by 7 AM	E-Mail Address:
Secondary Contact Name & Cell Phone #:	Secondary Email Address:

**Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of Cancellation, a handling charge and a minimum one-day charge on equipment will apply.**

Audio Equipment			
Wireless UHF Mic Kit	Please Indicate: [ ] Lavalier [ ] Headset [ ] Handheld	Qty.	Daily Rate: \$200
Wired Microphone		Qty.	Daily Rate: \$40

Totals	
1) EQUIPMENT TOTAL:	1) _____
2) EQUIPMENT SET-UP & DISMANTLE - \$50 Charge	2) _____
3) ORDER SUB TOTAL:	3) _____
4) STATE SALES TAX - 10.25% of line 3:	4) _____
5) TOTAL DUE:	5) _____

**PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

Payment Information	
Company Name:	Credit Card Billing Address:
	City: _____ State: _____
	Zip: _____
Authorization Signature:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> Check (US Only) <input type="checkbox"/> Wire Transfer
Printed Name:	Card Number: _____
	Exp. Date: ____ / ____ CV Code: _____

Remit to:	
  Phone: 562-499-7546	Projection Presentation Technology Long Beach Convention Center 300 E. Ocean Blvd. Long Beach, CA 90802 Email All Orders E-Mail: smartinez@projection.com

**The undersigned acknowledges receipt of the equipment described herein and agrees to assume the replacement cost for any loss or damage of said equipment which is the property of Projection Presentation Technology, Inc**

Received by	Date
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