

## GEAPS Exchange 2024 – Feb 24<sup>th</sup> through Feb 27<sup>th</sup> 2024 Exhibitor Audio Visual Order Form

Please send completed form to:

**Showcore**  
3711 Kennebec Drive, Suite 200  
Eagan, MN 55122  
Toll free: 888-786-8228 Phone: 651-994-1500  
Email: john.ballinger@showcore.com



Name: _____	
Address : _____	City: _____ St.: _____ Zip: _____
Phone #: _____	email: _____
Authorized By: _____	Title: _____ Date: _____
Payment Method (check one): Check <input type="checkbox"/> (payable to Showcore) VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/>	
Last 4 Digits of Credit Card Number: _____ Expiration Date (Mo./Yr.): _____	
Name on Card: _____	Vcode: _____ Zip for billing : _____
Meeting Room Name/Booth # _____	
Meeting Room Date/Time _____	

### Payment Must Accompany Order

For security purposes, please call 651-994-1500 and we will take your credit card information over the phone.  
Pricing Includes Labor During Regular Business hours (Additional Labor will be billed at Overtime Rates)  
No Guaranteed Service For On Site Orders

Item	Quantity	Advance Rate (3 days)	On Site Rate (3 days)	Total
<b>Video:</b>				
80" LED 1080p Monitor w/table stand w/AC & HDMI Cables		\$1,300.00	\$1,500.00	
55" LED 1080p Monitor w/table stand w/AC & HDMI Cables		\$700.00	\$900.00	
40" LED 1080P Monitor w/table stand w/AC & HDMI Cables		\$500.00	\$700.00	
22" LED 1080P Monitor w/table stand w/AC & HDMI Cables		\$85.00	\$160.00	
<b>Accessories:</b>				
Rolling Monitor Floor Stand 55" – 80"		\$200.00	\$300.00	
Rolling Monitor Floor Stand 40"		\$150.00	\$250.00	
<b>Computer:</b>				
Laptop i5 8G 750G 15"		\$300.00	\$450.00	
Laptop i7 16G 1TB 15"		\$350.00	\$500.00	
<b>Printer:</b>				
HP 603dn B&W 62ppm Laser Jet Printer (500 pages included \$.05 perpage overages)		\$400.00	\$550.00	
HP 4525N Color 42 ppm LaserJet Printer (500 B&W pages included/all color add \$.15 per page)		\$500.00	\$650.00	

Other products not listed – Please call for quote

<b>Equipment Total:</b>	
<b>Delivery &amp; Pickup:</b>	\$175.00
<b>Installation Labor – (See page 2)</b>	\$0.00
<b>Total:</b>	

## ***Exhibitor Audio Visual Order Form***

### **General Conditions of This Order Form**

- Orders must be received by Showcore no later than **February 9<sup>th</sup>, 2024** (15 days prior to delivery).
- Payment in full must be included with your order. If paying by check, payment must arrive at Showcore **February 9<sup>th</sup>, 2024** (15 days prior to the event).
- A written cancellation of equipment ordered must be received by Showcore by **February 17<sup>th</sup>, 2024** (7 days prior to delivery date to avoid a minimum 1 day charge).
- Your representative must be available on date and time specified to accept delivery of equipment. Please NOTE that the equipment WILL NOT be left in your room without an authorized person present to sign for and receive it.
- The equipment is your responsibility until picked up by a Showcore representative. Please DO NOT leave equipment unattended once the show is over.
- EXTENSION: To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.
- INSURANCE: Insurance for the full replacement value of the equipment rented is your responsibility.

### **Installation**

Additional on-site orders will be charged for installation and dismantling of equipment during regular business hours at \$95.00/hr. Overtime rates will apply to installation and dismantling of equipment outside of regular business hours. Showcore's regular business hours are 8am to 5pm Monday through Friday. Please call for further information.

### **Special Needs**

Showcore is capable of providing any audio, lighting, or video needs you may have. If you have specific audio-visual needs beyond those listed on this order form, please call us toll-free at 888-786-8228 for further information and pricing.

***Have A Great Show!***