



Client and Event Information

Atlantic Audio Visual
 Music City Building 687 Water Street West
 St. John's, NL A1E 1B5
 Tel: 709.739.6363 Fax: 709.739.6455
 Email: Darlene@atlanticaudiovisual.com
 Warehouse Hours: 08:00 - 17:00 (Monday - Friday)

Basic Client Information

Company Name:
Street:
City:
Prov. / State:
Tel#:
Fax#:
Contact Name:
Email Address:

Event Information

Event Name:	
Event Location:	
Booth #:	
Installation Date:	Time:
Exhibit Start Date:	Time:
Exhibit End Date:	Time:

On-Site Contact Information

Name:
Tel#:
Email:

Please ensure that this form and the payment form are fully filled out along with whatever you wish to order. Unless the two noted forms are complete your forms will not be processed.

Helpful Return Shipping Instructions for Tradeshow Exhibitors

Due to the volume of display crates and the limited aisle space available during show tear-down, the following procedures are in effect. Please review each carefully.

All outbound shipments being handled by Atlantic Audio Visual require the completion of the "Return Shipping Information" section of the Delta freight forwarding form. This is the form you should have already completed with your original in-bound shipment.

SHIPPING IS NOT AN AUTOMATIC PROCESS. All paperwork must be completed to ensure prompt return shipping.

It is the exhibitor's responsibility to secure their materials at the end of the show. All freight should be packed-up, sealed, labeled and left in your booth for pick up by Atlantic Audio Visual. Return waybills should be completed and affixed to the corresponding freight. If you do not have a return waybill, Atlantic Audio Visual will help you in obtaining one.

Atlantic Audio Visual will have exhibition support staff on-site to assist with labeling and/or direction during the event tear down process. Atlantic's support staff will not pack up exhibitor freight unless a completed "Display Form" is submitted at least 24 hours prior to strike.

All return domestic freight will be forwarded to **Atlantic Audio Visual Warehouse at 687 Water Street, St. John's, NL A1E 1B5, Tel: (709) 739-6363** for return shipping. Freight with completed waybills takes priority and will be available for pre-scheduled pick up any time after 9 AM one day after the event concludes.

Exhibitors shipping international freight through PF. Collins Limited are required to make arrangements with that service provider. PF. Collins coordinates its activities with the Atlantic Audio Visual team.

In the event that your designated carrier fails to pick up or refuses to accept shipments, Atlantic Audio Visual reserves the right to re-route such shipments. Where no carrier is provided, material will be taken to Atlantic's warehouse and held for shipping instructions from the exhibitor. Exhibitors will be charged accordingly for this service. No liability will be assumed because of such re-routing or handling.

For any additional inquiries regarding domestic return shipping please contact the Atlantic Audio Visual Office at (709) 739.6363

For international shipping through PF. Collins Ltd. please contact : (709) 738.6514

10 days prior to event is required to process orders!!



MUSIC CITY canada A member of the Music City Canada Group of Companies

Important: This form along with the Client and Event Form as well as the Payment Form must be completely filled out to ensure processing and prompt delivery of your shipment. Atlantic Audio Visual is not responsible for shipments with incomplete paper work.

Inbound Shipment Form

Atlantic Audio Visual
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Basic Client Information

Company Name:		
Event:		
Booth Number:	Delivery Date Req:	Delivery Time:

Inbound Shipping Company Information

Shipper:
Shipping Date:
Estimated Arrival Date:
Waybill #:

Location Shipped From

Street:
City:
Prov./State Postal/
Zip:
Tel #:

Items Shipped

Item #	Description of Articles & Marks	Dimensions LxWxH	Weight		Estimated value of goods	
			<input type="checkbox"/> LBS	<input type="checkbox"/> KG	<input type="checkbox"/> CDN	<input type="checkbox"/> US.

Total # of PCS.	Total # of Pallets	Total Weight	Total Value
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INDIVIDUAL BOX OR PACKAGE (36"x36"x48" MAX.)	
\$20 for one box or package 50lbs. or less	
Weight	Cost

MULTIPLE BOXES OR PALLETS	
\$0.50 per Lbs. (\$75 Min. Charge)	
Weight	Cost

Please Note

- Email or fax this completed form to Atlantic Audio Visual before freight arrival. Freight that arrives before this form are subject to fees.
- Ship all freight to the above address with boxes labeled with the company name
- Freight will be accepted 15 days before the event, warehousing fees will apply for earlier shipments

SIGN HERE

X

ATLANTIC AUDIO VISUAL

MUSIC CITY canada A member of the Music City Canada Group of Companies

Important: This form along with the Client and Event Form as well as the Payment Form must be completely filled out to ensure processing and prompt delivery of your shipment. Atlantic Audio Visual is not responsible for shipments with incomplete paper work.

Outbound Shipment Form

Atlantic Audio Visual
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Basic Client Information

Company Name:	
Event:	
Booth Number:	

Outbound Shipping Company Information

Shipper:
Shipping Date:
Estimated Arrival Date:
Waybill #:
Shipping method (ground/air):

Destination

Attn:	
Street:	
City:	Prov./State
Postal/ Zip:	
Tel #:	

Items Shipped

Item #	Description of Articles & Marks	Dimensions LxWxH	Weight		Estimated value of goods	
			<input type="checkbox"/> LBS	<input type="checkbox"/> KG	<input type="checkbox"/> CDN	<input type="checkbox"/> US.

Total # of PCS.	Total # of Pallets	Total Weight	Total Value
-----------------	--------------------	--------------	-------------

INDIVIDUAL BOX OR PACKAGE (36"x36"x48" MAX.)	
\$20 for one box or package 50lbs. or less	
Weight	Cost

MULTIPLE BOXES OR PALLETS	
\$0.50 per Lbs. (\$75 Min. Charge)	
Weight	Cost

lbs \$

lbs \$

Payment

- Email or fax this completed form to Atlantic Audio Visual before freight arrival. Freight that arrives before this form are subject to fees.
- Return freight is sent prepaid and must include Freight carrier and Client account #
- Commercial invoices required for U.S. Shipping

SIGN HERE
X

Accessory Order Form

Atlantic Audio Visual
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Basic Client Information

Company Name:

Event:

Booth Number:

TABLES - all tables listed in height and diameter

Quantity	Equipment	Advance Order	Late or On-Site Order
	30" h X 36" Round Table + 2 Chairs	\$80	\$100
	42" h X 36" Round Table + 2 Stools	\$115	\$135
	44" h X 24" Round Bistro Table	\$59	\$79
	40" h X 23" Round (encl) Pedestal Table	\$59	\$79
	40" h - 2' X 2' Square Counter w/ Storage	\$59	\$79
	40" h - 4' X 2' Square Counter w/ Storage	\$115	\$135
	40" h - 4' X 2' Black Draped High Table	\$55	\$75
	40" h - 6' X 30" Black Draped High Table	\$65	\$85

CHAIRS

Quantity	Equipment	Advance Order	Late or On-Site Order
	High Back Swivel Stool (black or brown)	\$30	\$50
	High Back Director Stool	\$25	\$45
	Wooden Stool (no black)	\$19	\$39
	Deluxe Cloth Armchair	\$15	\$25

MISCELLANEOUS

Quantity	Equipment	Advance Order	Late or On-Site Order
	10 Pocket Literature Stand	\$50	\$70
	Mini Literature Stand (4 - 6 pocket)	\$45	\$65
	Ballot Box / Fish Bowl	\$25	\$45
	Glass Top Coffee Table	\$79	\$99
	Glass Top Coffee Table with 2 End Tables	\$159	\$179
	Mini Fridge	\$65	\$85
	Artificial Plant - Medium Size	\$45	\$65
	Waste Basket	\$5	\$8

Booth accessory pricing for event duration - maximum 3

Subtotal


Carpet Order Form

Atlantic Audio Visual
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 Email: Darlene@atlanticaudiovisual.com
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Basic Client Information

Company Name:	
Event:	
Booth Number:	

Carpet

Quantity	Available Colours	Advance Order	Late or On-Site Order
		100	149
		100	149
		100	149
		100	149
		100	149

Subtotal	
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ATLANTIC AUDIO VISUAL

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canada


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Display Wall Order Form


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Email: Darlene@atlanticaudiovisual.com
Warehouse Hours: 08:00 - 17:00 (Monday - Friday)


10' DISPLAY BACKWALL

Photo	Description	Advance Order Rates	Late or On-Site Order Rates
	10' Curved Backwall	\$235 (1 Day)	\$285 (1 Day)
	92" High		
	Fabric Panels (velcro compatible)	\$355 (2 Days)	\$405 (2 Days)
	2 X Halogen Lights		
	Optional Shelving Available	\$450 (3 Days)	\$500 (3 Days)


20' DISPLAY BACKWALL

Photo	Description	Advance Order Rates	Late or On-Site Order Rates
	2 X 10' Curved Backwalls	\$420 (1 Day)	\$470 (1 Day)
	92" High		
	Fabric Panels (velcro compatible)	\$660 (2 Days)	\$710 (2 Days)
	2 X Halogen Lights		
	Optional Shelving Available	\$840 (3 Days)	\$890 (3 Days)

DISPLAY TABLETOP PACKAGE #1

Photo	Description	Advance Order Rates	Late or On-Site Order Rates
	6' Curved Tabletop Display	\$150 (1 Day)	\$200 (1 Day)
	52" High		
	Fabric Panels (velcro compatible)	\$200 (2 Days)	\$250 (2 Days)
	2 X Halogen Lights		
	Table Skirting - Not Included	\$250 (3 Days)	\$300 (3 Days)

DISPLAY TABLETOP PACKAGE #2

Photo	Description	Advance Order Rates	Late or On-Site Order Rates
	6' Panel Tabletop Display	\$80 (1 Day)	\$130 (1 Day)
	39" High		
	Fabric Panels (velcro compatible)	\$100 (2 Days)	\$150 (2 Days)
	Table Skirting - Not Included		
		\$120 (3 Days)	\$170 (3 Days)

Subtotal



Audio Visual Order Form

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Basic Client Information

Company Name:

Event:

Booth Number:

Data Projectors, Screens and Stands

Quantity	Equipment	Advance Order	Late or On-Site Order
	42" High Draped AV Cart	\$20 per Day	\$30 per Day
	40" X 40" Fast Fold Screen	\$40 per Day	\$60 per Day
	50" X 50" Fast Fold Screen	\$50 per Day	\$75 per Day
	6' X 6' Tripod Screen	\$35 per Day	\$52 per Day
	8'X 8' Tripod Screen	\$40 per Day	\$60 per Day
	1500 Lumen LCD Data Projector	\$150 per Day	\$225 per Day
	2200 Lumen LCD Data Projector	\$195 per Day	\$275 per Day
	3300 Lumen LCD Data Projector	\$295 per Day	\$375 per Day
	5000 Lumen LCD Data Projector	\$450 per Day	\$675 per Day

Data Monitors

Quantity	Equipment	Advance Order	Late or On-Site Order
	20" LCD Flat Screen Monitor	\$75 per Day	\$110 per Day
	37" LCD Flat Screen Monitor	\$175 per Day	\$250 per Day
	42" Sony Plasma Monitor	\$195 per Day	\$275 per Day
	50" LCD Flat Screen Monitor	\$295 per Day	\$375 per Day

DVD Players and Notebook Computers

Quantity	Equipment	Advance Order	Late or On-Site Order
	DVD Player	\$30 per Day	\$45 per Day
	15" Screen - P4, Notebook	\$125 per Day	\$175 per Day
	17" Wide Screen, Core 2 Duo	\$195 per Day	\$275 per Day

Subtotal



Labour Order Form

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Basic Client Information

Company Name: _____

Event: _____

Booth Number: _____

DISPLAY LABOUR RATES: *(Two Hour Minimum per Worker)*

Straight Time: 8:00 am - 12 am (Monday - Friday) \$45.00 per hour

Overtime: 12am - 8am (Monday - Friday) \$67.50 per hour

8am - 6pm (Saturday and Sunday)

Double Time: ALL OTHER TIMES NOT MENTIONED ABOVE \$90.00 per hour

AS WELL AS HOLIDAYS

INSTALLATION LABOUR

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Extended Cost

DISMANTLE LABOUR

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Extended Cost

Subtotal



Power Order Form

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Basic Client Information

Company Name:

Event:

Booth Number:

Power Required

Quantity	Equipment	Advance Order	Late or On-Site Order
	Standard - 15 Amp Circuit	\$49	\$69
	30 Amp Circuit - 220 V	\$69	\$89

Accessories Required

Quantity	Equipment	Advance Order	Late or On-Site Order
	Power Bar	\$7	\$10

Subtotal	
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Payment Form

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Card Information

Type of Card (Visa/MasterCard/Amex)	
Card Number	
Expiration Date	
Card Holders' Name (please print)	
Card Holders' Signature	

Form	Subtotal
Inbound Shipment	
Outbound Shipment	
Accessory	
Carpet	
Display Wall	
Audio Visual	
Labour	
Power	

SIGN HERE

X _____

Subtotal	
H.S.T. (13%)	
Total	

PLEASE NOTE: This Charge will go through a retail terminal and will appear on your statement as Music City / AAV any questions please don't hesitate to contact us.