



In-House Services Provider

David L Lawrence Convention Center

OFFICIAL : Audio-Video-Data Order Form

Video Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	Required Customer Information
DVD Player		\$55	\$65		PLEASE PRINT
Blu Ray Player		\$85	\$95		Exhibitor Name:
34" Cart with Skirt		\$45	\$55		Address:
54" Cart with Skirt		\$60	\$70		
Safelock Stand		\$55	\$65		City:
USB Media Player - MP4 Video (no powerpoint)		\$50	\$60		State: _____ Zip Code: _____
HDMI Splitter 1in/4Out		\$125	\$150		Ordered By:
Windows Laptop		\$250	\$275		Telephone:
Other Equipment Please Call					email:

Video / Data Display	Qty	Pre-Show Rate	On-Site Rate	Total	Required Delivery Information
Video / Data LCD Projector (3000 Lumens)		\$550	\$605		Show/Event Name:
22" Computer Monitor - Table Stand		\$225	\$305		Exhibit Booth #:
40 - 43" Flat Panel - Includes Stand		\$450	\$495		
50-52" Flat Panel - Includes Stand		\$550	\$605		Preferred Delivery Date:
55-60" Flat Panel - Includes Stand		\$700	\$770		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM
75-80" Flat Panel - Includes Stand - Limited Stock		\$1,500	\$1,650		On Site Contact:
Shelf for Monitor Stand		\$50	\$60		Cell #:
<i>Please Call or Email for monitor mounting to booth structure. We will not mount any flat screens without booth specs, drawings and structural weight loads.</i>					Signature:

Projection Screens	Qty	Pre-Show Rate	On-Site Rate	Total	Terms and Conditions
6' Tripod Screen with Skirt		\$80	\$90		1. Representative MUST BE on-site at for Delivery. 2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth.
8' Tripod Screen with Skirt		\$90	\$100		

Audio Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	<h2 style="font-size: 1.5em;">See Attached Form for Terms and Conditions</h2>
Wired Handheld Microphone		\$70	\$80		
Wireless UHF Mic (Lavaliere - Headset - Handheld) Circle 1		\$300	\$350		
Powered Speaker System (2 Speakers w/ Stands)		\$250	\$275		
Additional Sound Systems Available - Please Call					
4 Channel Mono Audio Mixer		\$70	\$80		
1/8" Mini - Headphone jack adapter (Laptops/Cell/Tablet)		\$50	\$55		

Miscellaneous Equipment	Qty	Pre-Show Rate	On-Site Rate	Total	
LED Uplights - Battery Powered (8 Hours per charge)		\$75	\$85		

Other Equipment Offered - Truss, Motors, Rigging, Lighting, Automates
Please Call for Pricing

Totals	PAYMENT IS DUE WHEN ORDER IS PLACED		Audio Visual Service
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EQUIPMENT TOTAL:	1	
DELIVERY/SET-UP/PICKUP: (25% of line 1 or \$125.00 minimum)	2	
DRAYAGE: Union Required (20% of line 1)	3	
SUBTOTAL:	4	
STATE SALES TAX: (7% of Line 1)	5	
TOTAL DUE:	6	

Method of Payment	PLEASE CHECK ONE
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Card Number: _____	MasterCard	<input type="checkbox"/>	
Fill out Authorization Form	Exp Date _____	Visa	<input type="checkbox"/>
Exhibitor/Cardholder's Name (as appears on card): _____	American Express		<input type="checkbox"/>
Exhibitor/Cardholders Signature: _____	Check (US Only)		<input type="checkbox"/>
	Wire Transfer (US)		<input type="checkbox"/>

Three Rivers Entertainment & Production
is the In - House Service Provider for
David L. Lawrence Convention Center
1000 Fort Duquesne Blvd., Pittsburgh, PA 15222

Ordering Process
Email Form To: AV@3riversentertainment.com
Fax Form To: 412-224-4408 (please unblock number)
Question about your Order call **412-429-4000**

Payment Processing
Please Mail Checks to:
Three Rivers Entertainment and Production
1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
For billing inquiries please email
events@3riversentertainment.com

Exhibitor Terms and Conditions

This confirms the following Agreement between _____ (herein referred to as Lessee), and **Three Rivers Entertainment, Inc.** (Herein referred to jointly and severably as TREP). TREP agrees to rent LESSEE equipment described on the attached equipment list (Herein referred to as "Equipment") subject to the following Terms and Conditions:

1. **RENTAL** - Rental prices do not include labor, delivery, set up or electrical services.
2. **INDEMNIFICATION AND RISK OF LOSS OR DAMAGES** - It is understood and agreed that LESSEE is renting equipment for a specified period of time and is responsible for its safe return. All "Equipment" must be returned to TREP in the same condition as it was in at the time of delivery. LESSEE hereby agrees to be billed for any "Equipment" damaged in any way, or lost, prior to being safely returned to TREP. It is understood that LESSEE assumes liability for any and all personal injuries or damage to property that occur at Engagement including, but not limited to, those caused by any guests, employees, contractors or participants at Engagement. LESSEE shall indemnify, defend and hold TREP, its agents, employees and performers harmless from and against all claims, losses, liabilities, costs, expenses, obligations, and damages including, without limitation, litigation costs and reasonable attorneys' fees sustained, incurred or required to be paid by TREP that relate to or arise out of this Agreement. LESSEE further agrees to assume responsibility for any and all attorneys' fees and other legal expenses incurred by TREP to enforce this Agreement with respect to the conditions stated above. LESSEE authorizes TREP to charge LESSEE's credit card for any damaged or missing equipment and agrees to waive it's right to dispute such charges. LESSEE agrees to name TREP as additionally insured for loss and/or damage to "Equipment" as well as for death, injuries and all other liabilities for a minimum of \$1,000,000.00 (One Million US Dollars.) LESSEE agrees to email Certificate of Insurance naming TREP as additionally insured to events@3riversentertainment.com or fax to 412.224.4408 prior to delivery of equipment.
3. **LIMITATION OF LIABILITY** - In recognition of the relative risks and benefits of the Engagement to both the LESSEE and TREP, the risks have been allocated such that the LESSEE agrees, to the fullest extent permitted by law, to limit the liability of TREP to the LESSEE for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of TREP to the LESSEE shall not exceed TREP's total fee for services rendered. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
4. **CANCELLATIONS/WAIVER OF DISPUTES** – All Equipment rental fees are non-refundable. LESSEE's Credit Card will be charged immediately upon receiving the signed order. All fees are 100% non-refundable. LESSEE waives it's right to any dispute process that is offered by LESSEE'S credit card company or financial institution.
5. **PAYMENT TERMS** - Full payment, including any applicable tax and a 10% credit card fee is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. It is LESSEE'S responsibility to immediately advise a TREP technician of any problem with any piece of Equipment. If you are exempt from payment of sales tax, TREP requires you to forward an exemption certificate for the State in which the services are to be used along with your rental. Failure to provide your tax exempt certificate will result in a non-refundable sales tax charge on your order. Additional service charges and/or labor charges may be assessed for installations that are unusual or labor intensive. Service may be interrupted if any payment is not received in full. There is a 50.00 charge, plus any other applicable expenses, to reprocess the method of payment submitted for a rental if your credit card is declined.

LESSEE

Date Signed

****Please write your entities' legal name on the line at the top of this sheet, indicating name of LESSEE****



1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
412-429-4000

CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below as per the terms and conditions in your contract.

Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 6% additional charge due to the loss of the cash/check payment discount for services and/or equipment.

Please complete the information below:

I _____ authorize **Three Rivers Entertainment, inc.**
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 6% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: _____

Billing Address _____ Phone# _____

City, State, Zip _____ Email _____

Account Type: Visa MasterCard AMEX Discover

Company Name _____

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 6% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I agree to waive any and all rights to dispute any charges, with my credit Card company or provider, that are charged on my card from Three Rivers Entertainment & Production. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc. I waive all of my rights to any credit card disputes.