

PRESENTER AUDIO VISUAL ORDER FORM

**2023 NAEYC Professional Learning Institute
Oregon Convention Center, June 3-7, 2023**

EQUIPMENT INFORMATION

THE FOLLOWING REFLECTS A PARTIAL LISTING. IF YOU HAVE A SPECIAL REQUEST, OR NEED INFORMATION, PLEASE NOTE BELOW OR CALL (212) 575-2500 • FAX (212) 575-2503

AUDIO VISUAL PACKAGES

EQUIPMENT	DAILY COST	QUANTITY	TOTAL
50" HD Monitor w/Floor Stand	\$ 450.00	_____	
DVD Player	\$ 90.00	_____	
Laptop Computer	\$ 195.00	_____	
Flipchart Pad & Markers	\$ 70.00	_____	
54" Projection Cart	\$ 40.00	_____	
Laser Pointer	\$ 50.00	_____	
LCD Projector HB	\$ 490.00	_____	
Miscellaneous Equipment	CALL	_____	
EQUIPMENT TOTAL			
Delivery/Set-up/Pickup: 25%			
TOTAL			

PAYMENT METHOD:

Check/Money Order

AMEX VISA MASTERCARD OTHER

NAME AS IT APPEARS ON CARD _____

MONTH YEAR

Signature _____

Date _____

CREDIT CARD NUMBER: do not leave spaces between numbers. _____

SECURITY CODE _____ EXPIRATION DATE _____

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD. CARD EXPIRATION DATE MUST BE VALID THROUGHOUT THE EVENT LISTED ABOVE.

1. Payment is due in advance. A 20% surcharge will be assessed after due date.

2. Please note, there will be a late fee charge after the deadline date.

Please return form by: May 23, 2023

3. There will be a one-day charge for orders cancelled within 72 hours of delivery date.

4. RENTAL AGREEMENT: It is understood and agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any damage or loss of equipment other than caused by normal operation.

NOTES:

ORGANIZATION NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ Speaker's Name: _____

LOCATION:

Oregon Convention Center

Session Title _____ Session ID # _____

Meeting Room _____

DELIVERY DATE: _____ TIME: _____

PICK-UP DATE: _____ TIME: _____

SIGNATURE: _____ Date: _____

**RETURN FORM TO:
EXECUTIVE AUDIO VISUAL SERVICES, INC.
100 Park Ave., 16th Floor, New York, NY 10017
ATTENTION: MARIO JEAN
E-mail: orderforms@executiveavs.com Fax #: 212-575-2503**