

EXHIBITION AV STAND ORDER FORM – 3 DAY

Event Name:	
Event Date:	
Stand Name:	
Stand Number:	
Onsite Contact Name:	
Onsite Contact Number:	

EVENT

All exhibitors must complete this form to order AV equipment for the above-mentioned event. Orders should be received no later than 5 working days prior to the show – Late orders will incur a 20% surcharge.

Please return this order form to exhibitions@sterlingeventgroup.co.uk

AV ORDER FORM

Item Description	Cost	Quantity	Content Playback? All screens supplied with HDMI cable and USB playback capability. A format doc will be shared if you wish to use USB	Wall mounted?
Screens			Laptop/ USB / Both	
32" LCD Screen	£190			
43" LCD Screen	£240			
50" LCD Screen	£370			
55" LCD Screen	£420			
65" LCD Screen	£730			
75" LCD Screen	£950			
86" LCD Screen	£1420			
32" Touch Screen	£390			
49" Touch Screen	£650			
55" Touch Screen	£815			
65" Touch Screen	£1065			
Playback Equipment				
Windows Laptop (standard)	£225			
iPad	£160			
Stand Audio Options				
2 Speaker PA System	£390			
4 Speaker PA System	£450			
Handheld Radio Mic (inc licensing)	£170			
Lapel Radio Mic (inc licensing)	£170			

IMPORTANT:

- All screens will come with floor stands as standard unless wall mount option chosen.
- Wall mounting will require reinforcement and may incur a charge from your stand/shell scheme provider. Please speak to your stand provider in advance to arrange this.

- You must order stand mains power for the equipment in this order from the appropriate electrics/power supplier.
- High powered laptops and MacBooks available on request.
- This list of equipment is not exhaustive, please contact us for a bespoke quotation.
- If you are bringing your own Apple equipment to use with screens, we politely request that you provide relevant adaptors.
- Please be advised, VAT is applicable to all companies in the UK

INVOICE DETAILS

If paying by credit card, please use the card billing address below. An invoice with a link to pay online by card or bank transfer will be sent within 2 working days of confirmation of order.

First Name	
Last Name	
Company Name	
Billing Address	
City	
Post/ZIP Code	
Country	
Telephone	
Email	

STANDARD TERMS & CONDITIONS:

- All items are subject to availability. Where items are not available Sterling Event Group may offer/supply an alternative with client agreement.
- All orders are subject to confirmation.
- Full and cleared payment is due no later than 7 days prior to event.
- No orders will be delivered without payment.

STERLING EVENT GROUP CONTACT DETAILS

Please return this order form to exhibitions@sterlingeventgroup.co.uk

For any queries about your order or to discuss bespoke requirements please use the following details:

Email: exhibitions@sterlingeventgroup.co.uk

Office: +44161 436 4444

Head Office: Ringway Trading Estate, Shadowmoss Road, Manchester, M22 5LH, UK



TECHNICAL SUPPORT FOR EVENT ORGANISERS
www.sterlingeventgroup.co.uk