

# EXHIBITION AV STAND ORDER FORM – 2 DAY EVENT

## EVENT DETAILS

Event Name:	
Event Dates:	
Event Venue:	
Stand Name:	
Stand Number:	
Onsite Contact Name:	
Onsite Contact Number:	

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](mailto: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	Floor-Stand or Wall Mounted
<b>Screens</b>				
32" LCD Screen	£135			
43" LCD Screen	£190			
50" LCD Screen	£295			
55" LCD Screen	£325			
65" LCD Screen	£510			
75" LCD Screen	£850			
86" LCD Screen	£1135			
32" Touch Screen	£220			
49" Touch Screen	£305			
55" Touch Screen	£375			
65" Touch Screen	£700			
<b>Playback Equipment</b>				
Windows Laptop (standard)	£160			
iPad	£115			
<b>Stand Audio Options</b>				
2 Speaker PA System	£275			
4 Speaker PA System	£315			
Handheld Radio Mic (incl licensing)	£115			
Lapel Radio Mic (incl licensing)	£115			

**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**

<b>First Name</b>	
<b>Last Name</b>	
<b>Company Name</b>	
<b>Billing Address</b>	
<b>Country</b>	
<b>Telephone</b>	
<b>Email</b>	

**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.
- Additional delivery charges may apply to late orders.

**STERLING EVENT GROUP CONTACT DETAILS**

Please return this order form to [exhibitions@sterlingeventgroup.co.uk](mailto: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](mailto:exhibitions@sterlingeventgroup.co.uk)

Office: +44161 436 4444

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

