

## EXHIBITION AV STAND ORDER FORM – 1 DAY EVENT

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

### EVENT DETAILS

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

All exhibitors must complete all forms within this document 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.**

### INVOICE DETAILS

First Name	
Last Name	
Company Name	
Billing Address (Including Postcode)	
Country	
Telephone	
VAT no.	
Email	

Standard Terms & Conditions and additional Important information can be found on page 2 of this document.

### AV ORDER FORM



Item Description	Cost	Quantity	Content Playback? All screens supplied with HDMI cable and some USB playback capability. A format doc will be shared if you wish to use USB. Touch Screens may differ, please see below.
<b>Screens</b>			
32" LCD Screen	£70		
43" LCD Screen	£95		
<b>Extras</b>			
Shelf for Floor Stand	£11		
NUC Mini PC	£60		
<b>Playback Equipment</b>			
Windows Laptop (standard)	£80		
iPad	£80		
iPad Floor/Table Stands	£TBD		

**IMPORTANT:**

- All screens will come with wheeled 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.

**STANDARD TERMS & CONDITIONS:**

- All items are subject to availability. Where items are not available, Sterling Event Group may offer/supply an alternative with the client's agreement.
- All orders are subject to confirmation.
- Full and cleared payment is due no later than 7 days prior to the event.
- No orders will be delivered without payment.
- Additional delivery charges may apply to late orders.
- In the event that damages occur to the kit within the duration of the hire, the organisation that purchased the hire will be liable for any damage/replacement costs.

**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: ICON 4, 3 Sunbank Ln, Manchester WA15 0AF

