Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103
Phone: 860.249.6000 Ext. 2583 **Fax:** 860.728.2641
Email:exhibitorservices@ctconventions.com
Forms available online at www.ctconventions.com
Services Provided by Demers

AV_____

AUDIO VISUAL SERVICE ORDER FORM

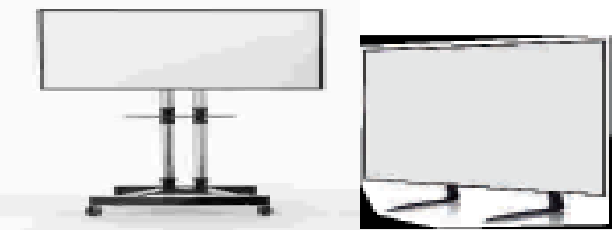
Name of Event:	Date of Move-In: Booth Number:
Firm Name:	Date of Event:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice – services will not be supplied until total due is paid in full.
Tax must be included unless you submit State of CT Tax Exemption documentation with your order form.
Check payment method only accepted on prepaid orders.
All services are charged per quantity and per day.

Payment Information Must Accompany Order	
Money Order #:	Check #:
☐ MasterCard ☐ Discover Card ☐ Visa ☐ American Express	
Name on Card:	
Billing Address **(if different from above)**:	
Billing City:	State: Zip Code:
Credit Card #:	
Expiration Date:	Security Code:
Authorized Signature:	

Monitor Rental *(per quantity/per day)*	Rate Per Day	Quantity	# of Days	CT 6.35% Tax	Total
32" LCD Monitor (Includes Table Stand)	$420.03				
42" LCD Monitor (Includes Rolling Stand)	$475.08				
50" LCD Monitor (Includes Rolling Stand)	$795.02				
65" LCD Monitor (Includes Rolling Stand)	$875.08				
80" LCD Monitor (Includes Rolling Stand)	$995.02				
Technical Support	$150.02				

The monitor price is for rental only. If you need assistance to run your content, please select "Technical Support".
Order needs to be placed 3 Days Prior To Move-In Day.
To cancel your order, you must inform CTCC at least 24 hours prior to move-in day.
Rental fee is non-refundable after the cancellation window <24 Hours Prior To Move-In Day>.

***Indicate dates of service here:**	_____/_____/_____ - _____/_____/_____

ORDER TOTAL: