

VW - EXHIBITION AV STAND ORDER FORM – 1 DAY EVENT

Please return this order form to 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 3 of this document.

AV ORDER FORM



Item Description	Cost	Quantity	Content Playback? <small>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.</small>	Floor-Stand/ Wall Mounted <small>Wall mount requires a reinforcement from the stand builders.</small>
Screens				
32" LCD Screen	£70			
43" LCD Screen	£95			
50" LCD Screen	£125			
55" LCD Screen	£165			
65" LCD Screen	£260			
75" LCD Screen	£435			
86" LCD Screen	£575			
55" Touch Screen	£300			
Extras				
Shelf for Floor Stand	£11			
NUC Mini PC	£60			
Playback Equipment				
Windows Laptop (standard)	£100			
iPad	£60			
iPad Floor/Table Stands	£TBD			
Stand Audio Options				
2 Speaker PA System	£130			
4 Speaker PA System	£160			
Handheld Radio Mic (incl licensing)	£70			
Lapel Radio Mic (incl licensing)	£70			

TOUCH SCREENS

Touch screens require a laptop or mini-NUC PC to run specific content, which you can supply yourself or hire from us—if hiring a screen, please let us know what content you plan to run so we can ensure compatibility.



Touch Screen Content**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

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

