

A/V Exhibit Order Form



Advanced Ordering Deadline: January 15, 2025

Remit to: NRG Park - Exhibitor Services

Mailing Address: One NRG Park, Houston, TX 77054

Phone: 832-667-1707

Fax: 832-667-1472

Email: exhibitorservices@nrgpark.com

Houston Auto Show 2025

January 29 - February 2, 2025

NRG Park

Houston, Texas

Prices are subject to change without notice.

Notice of change to SMG-NRG Park credit and debit card practice effective December 1, 2018.

In our ongoing efforts to safeguard your sensitive information SMG - NRG Park is no longer accepting credit or debit card payment information via email, fax, phone or text. We now require payment be completed by the customer through our secure online third-party payment system, NRG Park Exhibitor Online Ordering at <https://nrgpark.boomerecommerce.com/>. SMG-NRG Park thanks you for your cooperation as we work to ensure you are provided the most secure online ordering experience.

CANCELLATION POLICY: If cancellation occurs before services are installed and written notice of cancellation is received by Exhibitor Services 72 hours before the first scheduled move-in date, a full refund will be issued. If cancellation occurs after installation or after the start of the first scheduled move-in date, no refund will be issued. **ALL COMPLETED WORK IS SUBJECT TO FULL PAYMENT.**

Equipment	Qty	Day Rate	# Days	Total	
<i>EXAMPLE ITEM</i>	1	52.00	2	104.00	<p>Please Contact Your INSPIRE Representative For: **Comprehensive Exhibit Booth AV Design** **Lighting, Computer, & Special Equipment** **Items Not Listed or Special Requests**</p> <p>Your A/V Sales Representatives are: John Benton john.benton@inspiresolutions.com</p> <p>Please Print Clearly & Fill Out Completely</p> <p>EXHIBITOR or EAC 3rd PARTY COMPANY CONTACT INFORMATION</p> <p>Company: _____ Order Contact: _____ Address: _____ City/State/Zip: _____ Tel: _____ Fax: _____ E-Mail: _____</p> <p>EXHIBITOR or EAC 3rd PARTY COMPANY DELIVERY INFORMATION</p> <p>Booth/Room #: _____ Onsite Contact: _____ Cell Phone: _____</p> <p>Delivery Date: _____ Delivery Time: _____ Received By: X: _____ Pick-Up Date: _____ Pick-Up Time: _____ Delivered By: X: _____</p>
AUDIO					
4 Channel Audio Mixer		52.00			
8 Channel Audio Mixer		88.00			
Self-Amplified Speaker w/ Stand		88.00			
Standard Wired Microphone		41.00			
Wireless Headset or Lapel Microphone		155.00			
Computer/Phone Audio adapter		41.00			
DISPLAY					
<i>w/ built-in or attached speakers ****monitors require external speakers****</i>					
32" Flat Panel Display Monitor		304.00			
50" Flat Panel Display Monitor **55"****		567.00			
60" Flat Panel Display Monitor		824.00			
70" Flat Panel Display Monitor		927.00			
80" Flat Panel Display Monitor		1,030.00			
Mount: Upright Truss		129.00			
Dual Post Stand W/ Bracket		144.00			
<p><i>*60", 70", and 80" Monitors require 2 technicians @1hr labor to safely secure to floor stand</i></p>					
LIGHTING					
Source 4 Leko		41.00			
LED Uplight		35.00			
LED Pro Par 56 RGB		103.00			
OTHER					
Laptop with Power Point		232.00			
3K LCD Projector (3500 Lumens)		412.00			
5K HD Projector		670.00			
6K HD Projector		876.00			
Cable TV RF Tie In		206.00			
96" x 96" Tripod Screen		52.00			
Display Easel		15.00			
Wireless Remote for Laptop		62.00			
AC Extension 25'		15.00			
AC Power Strip		15.00			
Equipment Total:					
Labor (1 Hour Minimum) \$70/HR:					
Sub Total					
Tax		8.25%			
Grand Total					
ADD NOTES OR INSTRUCTIONS BELOW					
				Date Signed:	
				Signature:	