

# EXHIBITION AV STAND ORDER FORM – 3 DAY EVENT

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

## EVENT DETAILS

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	Total (£)	Sound?	Wall mounted?
<b>Screens</b>					
32" LCD Screen	£165				
43" LCD Screen	£225				
49" LCD Screen	£340				
55" LCD Screen	£390				
65" LCD Screen	£615				
75" LCD Screen	£1,025				
86" LCD Screen	£1,365				
32" Touch Screen	£390				
49" Touch Screen	£650				
55" Touch Screen	£815				
65" Touch Screen	£1,065				
<b>Playback Equipment</b>					
Windows Laptop (standard)	£165				
iPad	£115				
<b>Stand Audio Options</b>					
2 Speaker PA System inc 2 mics	£355				
4 Speaker PA System inc 2 mics	£410				
Handheld Radio Mic	£122				
Lapel Radio Mic	£122				
		Sub Total			
		VAT (20%)			
		<b>TOTAL</b>			

**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**

First Name	
Last Name	
Company Name	
Invoice Address	
Country	
Telephone	
VAT no.	
Email	

**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.

**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



TECHNICAL SUPPORT FOR EVENT ORGANISERS  
[www.sterlingeventgroup.co.uk](http://www.sterlingeventgroup.co.uk)