



Exhibitor Form AV Request 2025



AVmedia
Changing the stigma of 'in-house' audio visual

REQUESTS ONE WEEK PRIOR EVENT WILL INCUR LOGISTICS AND RUSH FEE

Tradeshow Information	
Vendor/Company Name:	
Company Address	
Company Phone #	
Contact Information	
Contact Phone #	
Contact Email	

ALL INVOICES MUST BE PAID ONE WEEK PRIOR TO EVENT DATE

Quantity	Logistics and Dock Services	In Date	Out Date	Advanced Price	Non-Advanced Price	Total	Important Information
	BOXES UP TO 40LBS ONE WAY			\$12.00	\$20.00		<p>Package arriving more than three (3) days before event will incur storage fees.</p> <p>Please put ATTENTION AVmedia so the shipping department knows who gets your packages.</p> <p>Have packages ready (taped and labeled) for packages going out.</p>
	BOXES UP TO 40LBS IN AND OUT			\$24.00	\$30.00		
	BOXES 40LBS AND UP ONE WAY			\$20.00	\$30.00		
	BOXES 40LBS AND UP IN AND OUT			\$40.00	\$60.00		
	PALLET ONE WAY			\$100.00	\$120.00		
	PALLET IN AND OUT			\$200.00	\$240.00		

**Shipping address is
600 Margaritaville Pkwy, Montgomery, TX 77356**

Quantity	AV Gear for your Booth	Start Date	End Date	Advanced Price	Non-Advanced Price	Total	Important Information
	POWER STRIP W/6 OUTLETS			\$20.00	\$30.00		<p>All items in this group will incur labor charges based on set up and tear down.</p> <p>All items are charge per day of use and NOT a one time charge.</p> <p>**Power drop incur a \$250 Connection Fee along with a \$250 Disconnection Fee**</p> <p>Last minute request will be handled on a first come first serve basis.</p>
	EXTENSION CORD 25' OR 50')			\$20.00	\$30.00		
	INDIVIDUAL 20A CIRCUIT			\$60.00	\$85.00		
	FLIPCAHRT (PAD & MARKES INCLUDED)			\$70.00	\$80.00		
	23" MONITOR W/CABLES			\$150.00	\$175.00		
	WIRED MIC + QSC SPEAKER			\$175.00	\$200.00		
	100A POWER DROP			\$500.00	\$650.00		
	65" TV ON STAND W/CABLES			\$650.00	\$750.00		
Additional gear & services are available upon request or email justin.wolever@avmediainc.com							

Once the form is completed, please email to justin.wolever@avmediainc.com with **group name** as the **subject of the email** and an invoice will be generated and sent to the email address provided. A secure credit card payment link will then be created and delivered via email for your convenience.

Summary of Charges

Total Charges	
Tax (8.25%)	
Sub Total	
Total	

For questions about this form or other equipment, please contact AVmedia at email justin.wolever@avmediainc.com