



Oregon
Convention
Center

**Audio Visual
Service Order Form
NO FAX ORDERS**

Effective dates: 07/01/2017 - 06/30/2018
Prices subject to change without notice
See other side for Terms of Service

Date Received _____
Service Order # _____
Ph: 503.235.7578
Mail: Oregon Convention Center
777 NE MLK Jr. Blvd.
Portland, OR 97232
Attn: OCC Operations Dept.
Email: servicedesk@oregoncc.org

Rates Shown Are Standard Daily Rates

Audio Equipment

Qty.	Description	Standard Rate	Days Used	Total
___	Mic (Handheld/Lapel)	\$44.00	___	___
___	Wireless Mic (Handheld/Lapel)	\$150.00	___	___
___	6 Channel Mixer	\$63.00	___	___
___	2 Powered Speakers w/ 6 Channel Mixer and Cable	\$188.00	___	___
___	Powered Speaker w/ Stand	\$94.00	___	___
___	CD Player	\$63.00	___	___
___	Audio Cable Adapter	\$15.00	___	___
SUBTOTAL:				___

Computer & Video Monitors

Qty.	Description	Standard Rate	Days Used	Total
___	22" Monitor	\$163.00	___	___
___	32" Monitor	\$357.00	___	___
___	47" Monitor	\$420.00	___	___
___	50" Monitor	\$495.00	___	___
___	60" Monitor	\$650.00	___	___
___	Floor Stand for Plasma	\$80.00	___	___
SUBTOTAL:				___

Projection Equipment

Qty.	Description	Standard Rate	Days Used	Total
___	8' Tripod Projection Screen	\$44.00	___	___
___	9' x 12' Cradle Projection Screen	\$75.00	___	___
___	Fastfold Projection Screens w/ front or rear screen fabric	Call for quote	___	___
___	Safe Lock Stand	\$25.00	___	___
___	LCD 3200 Lumen SD Projector	\$375.00	___	___
___	LCD 4700 Lumen HD Projector	\$475.00	___	___
___	25' VGA Cable	\$31.25	___	___
___	25' HDMI Cable	\$31.25	___	___
SUB TOTAL:				___

Special Orders

Qty.	Description	Standard Rate	Days Used	Total
___	Cable Television Feed/Patch	\$150.00	___	___
___	DMX Background Music	\$125.00	___	___
___	_____	_____	___	___
___	_____	_____	___	___
SUBTOTAL:				___

Labor & Equipment Totals

Audio Equipment	SUBTOTAL	___
Computer & Video Monitors	SUBTOTAL	___
Projection Equipment	SUBTOTAL	___
Special Order Equipment	SUBTOTAL	___
LABOR REQUEST	# of Hours	___
Setup/Strike Technician \$47 / hour	___	___
Show Technician \$57 / hour	___	___
SUBTOTAL:		___

GRAND TOTAL \$ _____

All monitors/audio/video equipment require a minimum order of 120V - 5 Amps of electricity. Please order the appropriate quantity of power for your needs on the OCC Electrical Form.

Terms of Service:

I agree in placing this order that I have accepted OCC's terms of service outlined on back of the order form. Credits will not be made for services delivered and not used.

Name of Event _____ Event Date(s) _____
 Exhibitor Name _____ Booth _____
 Email _____ Phone _____
 Address _____ City _____ State _____ Zip _____
 Form of Payment: Enclosed is my check or money order in the amount of: \$ _____ (payable to Oregon Convention Center)
 Visa MasterCard American Express Discover Account No. _____ Exp. Date _____
 Name: _____ Authorized Signature: _____

Payment in full must be rendered before service is provided.