



Lancaster County Convention Center  
 25 South Queen St., Lancaster, PA 17602  
 P: (717) 207-4084 F: (717) 207-4028

**AUDIO VISUAL ORDER FORM**

Name of Event		Event Dates	Booth #
Company Name		Phone Number	
Address	City	State	Zip
Contact Person	Email		Date

Item	Standard Rate	Quantity	Days	Total
24" LCD Monitor - Desktop Stand (Digital Inputs)	\$180/day			\$
55" LCD Monitor - Upright Stand (Digital Inputs)	\$555/day			\$
6' or 8' Projection Screen	\$75/day			\$
3K Lumen LCD Projector	\$375/day			\$
LED Uplighting (per fixture)	\$75/day			\$
Flipchart - with paper pad and markers	\$75/day			\$
Powered Speaker with Wired Microphone & Stand	\$162/day			\$
Wireless - HSIA (per device)	\$50/day			\$
Wired - HSIA (per device)	\$155/day			\$
Standard/Direct Analog Phone Line	\$125/day			\$

Wired and Wireless Internet is a non-taxable item  
 For any questions regarding equipment please contact Drew Jenkins at (717) 207-4084

Subtotal	
23% Service Charge	
6% PA Sales Tax	
Service total	

Completed forms can be returned via fax to (717) 207-4028 or emailed to exhibitors@interstatehotels.com. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA    MasterCard    AMEX    Discover

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_



Lancaster County Convention Center  
 25 South Queen St., Lancaster, PA 17602  
 P: (717) 207-4000 F: (717) 207-4028

**ELECTRICAL SERVICE ORDER FORM**

Name of Event		Event Dates		Booth #
Company Name		Phone Number		
Address	City	State	Zip	
Contact Person	Email	Date		

Payment Notice: All electrical charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. ELECTRICAL SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

**STANDARD ELECTRICAL SERVICE**

120 VOLTS per single receptacle	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp (1920 watts)	\$50/day				\$
30 amp (2820 watts)	\$85/day				\$
208 VOLTS/TWO or THREE PHASE	Standard Rate	Quantity	# of Days	Item to be Hooked Up	Total
20 amp*	\$100/day				\$
30 amp*	\$150/day				\$
40 amp*	\$175/day				\$
60 amp*	\$225/day				\$
100 amp*	\$400/day				\$
400 amp*	\$650/day				\$

\* If this is needed, please note the NEMA # for the plug and receptacle and if it's hard wired or not.

Miscellaneous	Standard Rate	Quantity	Total
Extension Cords	\$20		\$
Power Strip	\$25		\$
			\$
			\$

	Subtotal	
	PA 6% Sales Tax	
	<b>SERVICE TOTAL</b>	
	\$20 Late Fee	

\*\*For any hook-up not listed, please provide specific requirements.

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VISA      MasterCard      AMEX      Discover

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Print Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

\*\*\*Please note, electric added on site is subject to a late fee of \$20. Electric can't be added once show has commenced.\*\*\*