

AUDIO VISUAL & EQUIPMENT ORDER FORM

FOR QUESTIONS ON THIS FORM, PLEASE CONTACT YOUR EVENT MANAGER



EVENT INFORMATION

Event Name:			Date of Event:	Booth #:
Order Completed by:			Phone Number:	
Business Name:			On-Site Contact:	
Address:			On-Site Cell Phone:	
City:	State:	Zip:	On-Site Email:	

VIDEO SERVICES

VIDEO	ITEM QTY	# OF DAYS OF SERVICE	STANDARD RATE	TOTAL (ITEM QTY. x # OF DAYS x RATE)
PROJECTORS				
Pro Class 4K Laser Projector (5000 Lumen)			\$300.00	\$
PROJECTOR SCREENS				
4.5' x 8' Fast Fold Screen			\$200.00	\$
6.5' x 10' Fast Fold Screen			\$300	\$
MONITORS				
55" LCD HDTV on wheels			\$300.00	\$
LIVE VIDEO PRESENTATION RECORDING				
Video Camera (I.A.T.S.E. Labor Required at an additional cost)			\$300.00	\$
Video Recording (includes hard drive)			\$150.00	\$
Video Streaming (I.A.T.S.E. Labor Required at an additional cost)			\$250.00	\$
Video Switcher (I.A.T.S.E. Labor Required at an additional cost)			\$100.00	\$
VIDEO PROJECTOR PACKAGES				
SINGLE DISPLAY PACKAGE: Pro Class 4K Laser Projector, 4.5' x 8' Fast Fold Screen, Auxiliary Audio Patch, 6 Channel Mixer, cabling, power strip and technical assistance for set-up.			\$650.00	\$
Upgrade: (1) 6.5' x 10' Fast Fold Screen			\$750.00	\$
DUAL DISPLAY PACKAGE: (2) Pro Class 4K Laser Projectors, (2) 4.5' x 10' Fast Fold Screens, 6 Channel Mixer, Auxiliary Audio Patch, cabling, power strip and technical assistance for set-up			\$1,250.00	\$
Upgrade: (2) 6.5" x 10' Fast Fold Screens			\$1,500.00	\$
GRAND TOTAL				\$

AUDIO SERVICES

AUDIO	ITEM QTY	# OF DAYS OF SERVICE	STANDARD RATE	TOTAL (ITEM QTY. x # OF DAYS x RATE)
MICROPHONES				
Wired Handheld Microphone			\$50.00	\$
Standard Wireless Handheld or Lavalier Microphone			\$100.00	\$
Premium Wireless Handheld or Lavalier Microphone			\$200.00	\$
MIXERS PLAYERS RECORDERS				
6 Channel Audio Mixer			\$100.00	\$

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AUDIO SERVICES CONTINUED

AUDIO	ITEM QTY	# OF DAYS OF SERVICE	STANDARD RATE	TOTAL (ITEM QTY. x # OF DAYS x RATE)
16 Channel Audio Mixer			\$150.00	\$
32 Channel Audio Mixer			\$300.00	\$
USD Audio Interface			\$200.00	\$
Auxiliary Audio Patch <i>(for Laptops and Tablets)</i>			\$50.00	\$
SPEAKERS				
House Speakers – Patch Fee			\$100.00	\$
Powered 15" Speaker, 1000 Watt			\$200.00	\$
Add-On: Subwoofer, 18"			\$250.00	\$
SOUND ENHANCEMENT PACKAGE: Dual 15" 1000 Watt Speakers, Premium Wireless Microphone & 6 Channel Mixer			\$650.00	\$
GRAND TOTAL				\$

MEETING ROOM ACCESSORIES

MEETING ROOM ACCESSORIES	ITEM QTY	# OF DAYS OF SERVICE	STANDARD RATE	TOTAL (ITEM QTY. x # OF DAYS x RATE)
FLIPCHARTS & WHITEBOARDS				
Standard Flipchart with Markers			\$35.00	\$
Additional Paper Pad			\$18.00	\$
Post-It Flipchart with Markers			\$50.00	\$
Additional Post-it Paper Pad			\$30.00	\$
EASELS & SIGN HOLDERS				
Signage Easel, A-Frame Style			\$10.00	\$
Free Standing Sign with 11" x 17" Paper Insert			\$10.00	\$
Table Number Stand (No F&B)			\$1.00	\$
LECTERNS				
PLASTIC LECTERN			\$50.00	\$
TABLE NUMBER STAND (NO F&B)			\$200.00	\$
MISCELLANEOUS				
Power Strip			\$10.00/DAY	\$

LIGHTING & RIGGING SERVICES

LIGHTING & RIGGING	ITEM QTY	# OF DAYS OF SERVICE	STANDARD RATE	TOTAL (ITEM QTY. x # OF DAYS x RATE)
LED COLORED ACCENT LIGHTING				
Wireless Wedge			\$50.00	\$
Par Can			\$100.00	\$
Bar Wash			\$200	\$

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LIGHTING & RIGGING SERVICES

LIGHTING & RIGGING	ITEM QTY	# OF DAYS OF SERVICE	STANDARD RATE	TOTAL (ITEM QTY. x # OF DAYS x RATE)
STAGE LIGHTING				
13' Lighting Tree <i>(Lights required at an additional cost)</i>			\$100.00	\$
Ground Supported Truss System			\$1,000.00	\$
Stage Wash Par Can			\$50.00	\$
Gobo Spotlight			\$125.00	\$
Custom Gobo Logo/Text			\$300.00	\$
Follow Spotlight <i>(I.A.T.S.E. Operator Required at an additional cost)</i>			\$300.00	\$
12/24 Channel DMX			\$200.00	\$
LIGHTING ENHANCEMENT PACKAGES				
ACCENT LIGHTING PACKAGE: (16) Wireless Wedges			\$750.00	\$
BASIC STAGE WASH PACKAGE: (16) Par Can lights, 12/24 Channel DMX, ETC Sensor Rack & Cabling, Ground Supported Truss System, 40' Universal Truss <i>(I.A.T.S.E. Labor Required at Additional Cost)</i>			\$2,000.00	\$
ADVANCED STAGE WASH PACKAGE: (24) Par Can lights, 12/24 Channel DMX, ETC Sensor Rack & Cabling, 40' Universal Truss & (2) Motors with Controls & Cabling <i>(I.A.T.S.E. Labor Required at Additional Cost)</i>			\$3,000.00	\$
RIGGING <i>(I.A.T.S.E. Labor Required for all Rigging at an additional cost)</i>				
10' Universal 12"x 12" Box Truss			\$100.00	\$
10' Universal 20"x 20" Box Truss			\$250.00	\$
½ Ton Motor with Cabling /Controls			\$200.00	\$
1 Ton Motor with Cabling /Controls			\$300.00	\$
GRAND TOTAL				\$

LABOR & TECHNICAL ASSISTANCE

LABOR & TECHNICAL ASSISTANCE	ITEM QTY	# OF DAYS/HOURS OF SERVICE	STANDARD RATE	TOTAL (ITEM QTY. x # OF DAYS x RATE)
Unlimited Assistance Plan <i>(Technician will not be in room all day)</i>			\$300.00 / PER DAY	\$
In-Room Assistance <i>(Technician will be in room for entire event)</i>			\$75.00 / PER HOUR	\$
GRAND TOTAL				\$

Technical Assistance is FREE when the MassMutual Center (MMC) supplies ALL Audio/Visual equipment. Clients bringing their own equipment are responsible for setup, operation, and security of these devices. If assistance is requested, the rates above apply. A MMC A/V technician will be on-site to ensure all MMC equipment is running properly at the start of your event.

In-Room Technicians monitor MMC audio, lighting, and video equipment during the event upon request; the rates above apply. Consult with your Event Manager to determine if additional labor charges (in-house / I.A.T.S.E.) will apply.

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TOTALS AND PAYMENT

TOTAL VIDEO	\$
TOTAL AUDIO	\$
TOTAL MEETING ROOM ACCESSORIES	\$
TOTAL LIGHTING & RIGGING	\$
TOTAL LABOR & TECHNICAL ASSISTANCE	\$
GRAND TOTAL	\$

PAYMENT INFORMATION

Grand Total will be added to the Event Estimate that will be completed by our Event Manager.
Please contact your Event Manager with any questions.