



# DLCC ORDER FORM

DLCC On-Site Contacts For Equipment Question:

Steven Sinagra : Desk - (412) 325-6115 / Cell # (412) 452-8062

Zack Morgan : Cell # - (412) 352-0880

## 2024 OFFICIAL : Audio-Video-Data Order Form

| Video Equipment   | Qty                                 | Pre-Show Rate* | On-Site Rate* | Total | Required Customer Information  |
|---|-------------------------------------|----------------|---------------|-------|--|
| 32" Cart with Skirt   |                                     | \$40           | \$60          |       | PLEASE PRINT   |
| 54" Cart with Skirt   |                                     | \$60           | \$90          |       | Exhibitor Name:  |
| Safelock Stand  |                                     | \$30           | \$45          |       | Address:   |
| Powerpoint Laptop - PC Windows  |                                     | \$125          | \$188         |       | City:  |
| USB Media Player - MP4 Video (No powerpoint)  |                                     | \$50           | \$75          |       | State: Zip Code:   |
| HDMI Splitter 1in / 4out  |                                     | \$30           | \$45          |       | Ordered By:  |
| Other Equipment Please Call   |                                     | \$200          | \$252         |       | Telephone:   |
| Video / Data Display  | Qty                                 | Pre-Show Rate* | On-Site Rate* | Total | Required Delivery Information  |
| Video / Data LCD Projector (3000 Lumens) (1080p)<br>*Larger Projectors Available Upon request   |                                     | \$350          | \$525         |       | Show/Event Name:   |
| 22" - 27" Computer Monitor - Table Stand  |                                     | \$75           | \$113         |       | Exhibit Booth #:   |
| 40" - 43" Flat Panel - Includes Stands  |                                     | \$450          | \$675         |       | Preferred Delivery Date:   |
| 50" - 55" Flat Panel - Includes Stands  |                                     | \$550          | \$825         |       | Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM   |
| 60" - 65" Flat Panel - Includes Stands  |                                     | \$700          | \$1,050       |       | On Site Contact:   |
| 75" - 80" Flat Panel - Includes Stands  |                                     | \$1,500        | \$2,250       |       |  |
| Shelf For Monitor Stand   |                                     | \$50           | \$75          |       |  |
| Please Call or Email for monitor mounting to booth structure. We will not mount any flat screens without booth specs, drawings and structural weight loads. |                                     |                |               |       | Cell #:  |
|   |                                     |                |               |       | Signature:   |
| Projection Equipment  | Qty                                 | Pre-Show Rate* | On-Site Rate* | Total | Terms and Conditions   |
| 8' Tripod Screen with Skirt   |                                     | \$90           | \$135         |       | 1. Representative <b>MUST BE</b> on-site at for Delivery.  |
| *Larger Size Screen Available Upon Request  |                                     |                |               |       | 2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth.   |
| Audio Equipment   | Qty                                 | Pre-Show Rate* | On-Site Rate* | Total | See Attached Form for Terms and Conditions   |
| Wired Handheld Microphone   |                                     | \$70           | \$105         |       |  |
| Wireless UHF Mic (Lavaliere - Headset - Handheld) Circle 1  |                                     | \$300          | \$450         |       |  |
| Powered Speaker System (2 Speakers w/ Stands)   |                                     | \$250          | \$375         |       |  |
| ***Additional Sound Systems Available - Please Call***  |                                     |                |               |       |  |
| Mono Audio Mixer  |                                     | \$70           | \$105         |       |  |
| 1/8" Mini - Headphone Jack Adapter (Laptops/Tablet)   |                                     | \$50           | \$75          |       |  |
| Miscellaneous Equipment   | Qty                                 | Pre-Show Rate* | On-Site Rate* | Total |  |
| <b>Other Equipment Offered</b> - Truss, Motors, Rigging, Lighting, Automates<br>Please Call for Pricing 412-325-6115  |                                     |                |               |       |  |
| Totals  | PAYMENT IS DUE WHEN ORDER IS PLACED |                |               |       | <b>Ordering Process</b>  |
| EQUIPMENT TOTAL:  | 1                                   |                |               |       | Email Form To: AV@3riversentertainment.com   |
| NUMBER OF DAYS  | 2                                   |                |               |       | Fax Form To: 412-224-4408<br>(please unblock number)   |
| DELIVERY/SET-UP/PICKUP: (25% of line 1 or \$125.00 minimum)   | 3                                   |                |               |       | Questions about your order call: 412-429-4000  |
| DRAYAGE: Union Required (20% of line 1)   | 4                                   |                |               |       | <b>Payment Processing</b>  |
| SUBTOTAL:   | 5                                   |                |               |       | PLEASE MAIL CHECKS TO:   |
| STATE SALES TAX: (7% of Line 1)   | 6                                   |                |               |       | Three Rivers Entertainment and Production<br>1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220   |
| TOTAL DUE:  | 7                                   |                |               |       | <b>Audio Visual Service</b><br>Three Rivers Entertainment & Production<br>is the In-House Service Provider for<br>David L. Lawrence Convention Center<br>1000 Fort Duquesne Blvd Pittsburgh PA 15222 |
| Method of Payment   |                                     |                |               |       | FOR BILLING INQUIRIES PLEASE EMAIL:  |
| Complete Attached Payment Authorization Form  |                                     |                |               |       | AV@3riversentertainment.com  |

## Exhibitor Terms and Conditions

This confirms the following Agreement between \_\_\_\_\_ (herein referred to as Lessee), and **Three Rivers Entertainment, Inc.** (Herein referred to jointly and severably as TREP). TREP agrees to rent Purchaser equipment described on the attached equipment list (Herein referred to as "Equipment") subject to the following Terms and Conditions:

1. **RENTAL** - Rental prices do not include labor, delivery, set up or electrical services.
2. **INDEMNIFICATION AND RISK OF LOSS OR DAMAGES** - It is understood and agreed that LESSEE is renting equipment for a specified period of time and is responsible for its safe return. All rental equipment must be returned to TREP in the same condition as it was in at the time of delivery. LESSEE hereby agrees to be billed for any damage to, or loss of, any "Equipment" damaged or lost during the entire term of the Rental. It is understood that Purchaser assumes liability for any and all personal injuries or damage to property that occur at Engagement including, but not limited to, those caused by any guests, employees, contractors or participants at Engagement. Purchaser shall indemnify, defend and hold TREP, its agents, employees and performers harmless from and against all claims, losses, liabilities, costs, expenses, obligations, and damages including, without limitation, litigation costs and reasonable attorneys' fees sustained, incurred or required to be paid by TREP that relate to or arise out of this Agreement. Purchaser further agrees to assume responsibility for any and all attorneys' fees and other legal expenses incurred by TREP to enforce this contract with respect to the conditions stated above. LESSEE authorizes TREP to charge LESSEE credit card for any damaged or missing equipment and agrees to waive it's right to dispute such charges as TREP may charge for missing or damaged equipment.
3. **LIMITATION OF LIABILITY** - In recognition of the relative risks and benefits of the Engagement to both the Purchaser and TRE, the risks have been allocated such that the Purchaser agrees, to the fullest extent permitted by law, to limit the liability of TREP to the Purchaser for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of TREP to the Purchaser shall not exceed TREP's total fee for services rendered on this Engagement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
4. **CANCELLATIONS/WAIVER OF DISPUTES** - All Equipment rental fees are non-refundable. LESSEE's Credit Card will be charged immediately upon receiving the signed order. All fees are 100% non-refundable. LESSEE waives it's right to any dispute process that is offered by LESSEE'S credit card company or financial institution.
5. **PAYMENT TERMS** - Full payment, including any applicable tax and a 6% credit card fee is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. It is LESSEE'S responsibility to immediately advise a TREP technician of any problem with any piece of Equipment. If you are exempt from payment of sales tax, TREP requires you to forward an exemption certificate for the State in which the services are to be used along with your rental. Failure to provide your tax exempt certificate will result in a non-refundable sales tax charge on your order. Additional service charges and/or labor charges may be assessed for installations that are unusual or labor intensive. Service may be interrupted if any payment is not received in full. There is a 50.00 charge, plus any other applicable expenses, to reprocess the method of payment submitted for a rental if your credit card is declined.

\_\_\_\_\_  
LESSEE

\_\_\_\_\_  
Date Signed

**\*\*Please write your entities' legal name on the line at the top of this sheet, indicating name of LESSEE\*\***



1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220  
412-429-4000

### CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below as per the terms and conditions in your contract.

Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 6% additional charge due to the loss of the cash/check payment discount for services and/or equipment.

#### Please complete the information below:

I \_\_\_\_\_ authorize **Three Rivers Entertainment, inc.**  
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 6% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: \_\_\_\_\_

Billing Address \_\_\_\_\_ Phone# \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

Account Type:  Visa  MasterCard  AMEX  Discover

Company Name \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 6% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I agree to waive any and all rights to dispute any charges, with my credit Card company or provider, that are charged on my card from Three Rivers Entertainment & Production. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc. I waive all of my rights to any credit card disputes.