

AUDIO VISUAL **ORDER FORM** 2019/20

INSTRUCTIONS:

1. Select the services you require by specifying the quantity in the box provided.
2. Ensure you have read the Terms and Conditions on the website, including those specific to your type of Service.
3. Complete all contact details and payment details
4. Send your completed Order Form to orders@ricoharena.com or fax to 0844 873 6598

The package prices below are for the duration of the event and include delivery, collection, installation, de-rig and insurance (subject to terms and conditions available on request). All prices are exclusive of VAT. If you cannot see what you require, then please call us for further details on 0844 873 6530

HD DISPLAY SCREENS & MONITORS (16:9 FORMAT)	PRICE	QTY	VALUE £
22" LCD/LED Screen HD 1080p c/w Desk Stand	£49.00		
24" LCD/LED Screen HD 1080p c/w Desk Stand	£60.00		
32" LED Screen HD 1080p	£210.00		
LED Screen HD 1080p	£275.00		
49" LED Screen HD 1080p	£300.00		
55" LED Screen HD 1080p (4K available on request)	£495.00		
65" LED Screen HD 1080p (4K available on request)	£595.00		
75" LED Screen HD 1080p	£895.00		
86" LED Screen HD 1080p / 4K UHD	£1200.00		
98" LED Screen HD 1080p / 4K UHD	£1700.00		
VIDEO & LED WALLS			
LCD Screen Video Wall (46" Modules)	£POA		
LED Screen Video Wall (Absen Pro 2mm)	£POA		
TOUCHSCREENS HD (16:9 FORMAT)			
24" LCD/LED Touchscreen HD1080p c/w Desk Stand	£110.00		
32" LED Touchscreen HD 1080p	£375.00		
40" LED Touchscreen HD 1080p	£575.00		
55" LED Touchscreen HD 1080p	£875.00		
65" LED Touchscreen HD 1080p	£1075.00		
85" LED Touchscreen HD 1080p	£2675.00		
SCREEN ACCESSORIES			
DVD Player	£20.00		
Blu-ray Player	£40.00		
HD Media Player (USB/SD)	£35.00		
Unicol Parabella Stand	£75.00		
Unicol Glass Shelf for Parabella Stand	£15.00		
Custom Screen Stand (Contact us with your requirements)	£POA		

All screen prices include a standard Unicol floor stand or wall mount. Please contact us if you are intending to wall mount a screen to shell scheme.

All screens are supplied with 2m cables, please contact us for a quotation if you require custom cabling.

IT			
Laptop i7 Windows 10, Office 365	£145.00		
Apple MacBook Pro 15"	£300.00		
Apple iPad (from)	£85.00		
Colour A4 Desktop Printer	£140.00		
Desktop PC Speakers	£25.00		
AUDIO			
PA System – 2 speakers, mixer, amp	£215.00		
PA System – 4 speakers, mixer, amp	£285.00		
Lapel Radio Mic Channel	£120.00		
Headset Radio Mic Channel	£120.00		
Handheld Radio Mic Channel	£120.00		
Cabled Switched Mic c/w Stand	£20.00		
			TOTAL

We can also provide specialist audio equipment, the latest LD intelligent lighting equipment including custom gobo and digital video projection and a large range of LCD and LED Projectors.

Please contact us with you requirements for a quotation

Contact Details (Please Complete in BOLD Print)			
Name of Exhibition		Date:	
Hall No.		Stand No.	
Company Name		Stand Name	
Address			
Postcode		Website	
Company Tel No		Company Fax No	
Order Contact Name		Order Contact Number	
Order Contact Email		Position in Company	
Onsite Contact Name		Onsite Contact Number	
Arena IT		£	
Total		£	
VAT (Prevailing Rate)		£	
Grand Total		£	

Signed Name Date

By signing this document you are agreeing and contracting to all the terms and conditions set out below

Method	Details	Tick Method
Debit/ Credit Card	Please tick box and return booking form signed. We will send you an email with a link to make payment via WorldPay. We cannot accept card payment via phone, email or fax.	
Invoice	Please tick this box if you require an invoice prior to payment.	

Please note payments will be required a minimum of 5 working days prior to the event.
Exhibition order deadlines apply. Please refer to your organiser for event specific deadlines.

All Orders should be received 14 days prior to 1st build up day. Any orders received after this will be subject to availability and a 20% surcharge payment and plus any out of hours labour charges.

VAT REG NO: GB 135 0288 32

Ricoh Arena Conference & Banqueting is managed by IEC Experience Limited.

Reg. Office: Ricoh Arena, Phoenix Way, Foleshill, Coventry, CV6 6AQ

Tel: 0844 873 6500 - Fax: 0844 873 6598 - Email: orders@ricoharena.com