

The Scottsdale Resort And Spa

Vendor / Expo Order Form



Scottsdale Resort & Spa | 7700 East McCormick Parkway | Scottsdale, AZ 85258

EMAIL ALL COMPLETED FORMS TO KINDRA HUGHEY | Khughey@onservices.com

Event / Expo Name:		Booth #:	
Room:	Load In Date:	Load Out Date:	
Company:	Onsite Contact:	Cell Phone:	
Payment Contact:	Email:		

QTY	VIDEO EQUIPMENT	SHOW RATE	TOTAL
	20" - 24" LCD Monitor w/ Table stand & HDMI Cable	\$535	
	50" Monitor w/ Table Stand & HDMI Cable	\$1,120	
	70" LCD Display w/ Floor Stand & HDMI Cable	\$2,095	
	Laptop Computer - PC (W/ Microsoft Office)	\$675	

QTY	ELECTRIC & RIGGING	SHOW RATE	TOTAL
	15A Shared Electric Service w/ 6-way Power Strip	\$145	
	20A Dedicated Electrical Service w/ 6-way Power Strip	\$435	
	Additional 6-way Power Strip (must order power option)	\$45	

QTY	INTERNET	SHOW RATE	TOTAL
	Dedicated Conference Center Wifi Access - Per Booth	\$60	
	Wired Internet Line to Booth / Per Line (incl. up to 5 Mbps)	\$450	

<i>For any specialty power requirements, dedicated internet access, or other equipment / services available, contact Kindra Hughey (Khughey@onservices.com)</i>	Equipment Rental Subtotal:	
	Delivery/Set/Strike/Pickup (\$115* Minimum):	\$115.00
	Est. Total:	
	* All Charges are subject to 26% Hotel Service Charge and appropriate Sales Tax by the Venue.	

Power/Rigging: All power access and rigging services are provided exclusively by On Site AV.

Pricing: Orders must be received by 7 business days prior to load in to receive the listed pricing. An additional 15% will be added to equipment pricing for late/on-site orders. Rental prices are per show.

Delivery: An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth.

Labor, Installation, & Dismantle (I&D): Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of \$105 per hour, per technician. ON Site does not supply labor to mount hanging brackets to your booth. The client will be responsible for any union labor costs, if applicable.

Equipment: For equipment not listed, please contact us for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

Guarantee: Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk.

ON Site will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter.

Cancellation: Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee.

On-site cancellations will be charged 100% of rental fee.

Payment: All exhibit orders must be reserved with a major credit card with payment in full due at least 72 hours prior to delivery. After the order is received a credit card authorization form will be sent to collect payment details.

Labor Pricing is an estimate and based on 2025 labor rates - Labor Rates subject to change

Signature: _____

Date: _____