



iGAD Productions
3124 Edinburgh Court
Conyers, GA 30094
678.557.2054

Early Order

Deadline Date:

December 29th 2025

email completed forms to:
doug@igadproductions.com

Audio Visual Order Form

Name of Show:		
Show Information:		
Exhibiting Company Name:	Booth #:	
Exhibiting Company Address:		
City	State	Zip
Print Name:		
Signature:		Email:
Phone:	Ext:	Fax:
On-Site Contact:		Cell #:

Method of Payment☐ **Company Check**

Please make check payable to: iGAD Productions.
Check must be in U.S. funds drawn on a U.S. or Canadian Bank.
"US FUNDS" must be pre-printed on Canadian checks.

☐ **American Express/Visa/MasterCard**

Account Number:	Exp. Date:	Security Code:
Cardholder Name (Print):		Signature:
Cardholder Billing Address:		
City/State/Zip:		

Your signature above denotes acceptance of iGAD Productions terms and conditions

FOR USE BY AN EXHIBIT APPOINTED CONTRACTOR

We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described on all pages of this form. All invoices are due and payable upon confirmation.

Exhibitor Name:
Exhibitor Signature:

Third Party Agent

Credit Card Number:	Exp. Date:	
Cardholder Name (Print):	Security Code:	
Authorized Signature:		
Company Name:		
Address:		
City/State/Zip:		
Phone:	Ext:	Fax:
Email:		

Please contact Doug @ 678.557.2054 for any special audio visual equipment not listed on our order form

****** In order to guarantee receipt, all orders submitted after December 22nd, 2025 must be confirmed via a follow up call to Doug @ 678.557.2054 ******

Name of Show: _____

Company Name: _____

Booth #: _____

Audio Visual Order Form				
Description	Qty.	Early Order Show Rate	Standard Show Rate	Total
Video Displays				
27" Computer Monitor & tabletop stand		225.00	300.00	
43" LED with wall mount & tabletop stand		350.00	450.00	
55" LED with wall mount & tabletop stand		500.00	600.00	
75" LED with wall mount & tabletop stand		1500.00	1950.00	
Audio Support				
Wired Handheld Microphone		50.00	62.50	
Wireless Microphone Kit		350.00	400.00	
Small Speaker System w/Tripods - 1 pair		150.00	200.00	
Computer Devices and other peripherals				
Computer Package with CPU, keyboard, mouse, & 17" monitor with Windows 10 & Office		275.00	345.00	
Laptop with Windows 10 & Office		275.00	345.00	
Black & White Laser Printer		250.00	315.00	
Apple iPad - WIFI		125.00	200.00	
Projection Equipment				
Small Tabletop Projector		950.00	1250.00	
5 x9 Projection Screen w/ Dress Kit		600.00	750.00	
Miscellaneous Audio Visual Support Equipment				
Media Player for looping media playback *** email Doug for proper media specifications ***		75.00	100.00	
Monitor Floor Stand		250.00	315.00	
Flipchart		105.00	135.00	
54" AV Cart w/ skirt		75.00	100.00	

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Equipment Subtotal: _____

Handling Charge includes delivery, set up, & dismantle

25% of the equipment subtotal for orders not exceeding \$3000.00 (minimum \$75.00) _____

For orders exceeding \$3000.00, please call Doug @ 678.557.2054 for a labor quote

Hourly Labor Rates:

\$60.00/hr Straight Time: 8am-5pm, Mon. - Fri.

\$90.00/hr Over Time: 5pm-8am, Mon. - Fri., all day Sat./Sun.

Non-Cash Processing Fee (4%): _____

Tax (6.9%): _____

Total: _____

***** Special event rental rates are available! *****

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