



Colorado Convention Center Exhibitor Rental Form



Preferred AV Provider at the Colorado Convention Center

Save Time - Order Online!
Visit our [online order form](#) to place your order

Don't see what you need listed below? Please call (303) 758-1818 or email CCCEvents@imageav.com for custom orders

Pricing is valid through September 30, 2023

Labor is \$200 for delivery and strike during normal business hours M-F and \$300 for weekends, holidays, and outside M-F business hours
Additional charges will be incurred for sets that require more than 1 hour of labor

Show & Company Information

Company Name: _____ Booth Name: _____ Booth Number: _____
 Mailing Address: _____ Order Date: _____
 City, State, Zip: _____ Onsite Contact: _____ Delivery Date: _____ Delivery Time: _____
 Phone Number: _____ Pick-up Date: _____ Pick-up Time: _____
 Email: _____

VIDEO MONITORS

4K Monitors, Touchscreen Monitors, Projectors, Screens, and LED Walls available upon request

Labor for wall mount monitors arranged through General Services Contractor

Qty	Item		# of Days	Total
_____	27" HD Video Monitor + Table Stand*	\$150	x _____	_____
_____	32" HD Video Monitor + Table Stand*	\$200	x _____	_____
_____	40" HD Video Monitor + Floor Stand*	\$300	x _____	_____
_____	55" Smart HD Video Monitor + Floor Stand	\$450	x _____	_____
_____	75" Smart HD Video Monitor + Floor Stand	\$600	x _____	_____
_____	80" Smart HD Video Monitor + Floor Stand	\$700	x _____	_____
_____	27" Touch Screen Monitor + Table Stand*	\$225	x _____	_____
_____	65" Touch Screen Monitor + Floor Stand*	\$1,200	x _____	_____
_____	Wall Mount for Monitor	\$75	x _____	_____
_____	8' Tripod Projection Screen	\$175	x _____	_____
_____	8' Tripod Screen + 5K Lumen Projector	\$500	x _____	_____
_____	Digital Media Player (req. to play USB media)	\$50	x _____	_____
_____	Laptop PC with Windows Suite	\$175	x _____	_____
_____	Wireless Keyboard + Mouse	\$50	x _____	_____

*Media player or laptop required to show content

REVIEW YOUR ORDER*

Total Equipment Costs _____
 Labor _____
 Administration Fee (3%) _____
 Sales Tax (8.81%) _____
Total Charges _____

AUDIO EQUIPMENT

Please call for any orders that require more than (2) Microphones and/or (2) Speakers as additional labor/support may be required

Qty	Item		# of Days	Total
_____	PA system: 1 Speaker, Aux Input Cable	\$175	x _____	_____
_____	PA system: 2 Speakers, Wireless Mic, Aux Input Cable	\$375	x _____	_____
_____	Wireless Handheld or Lapel Mic	\$125	x _____	_____
_____	Wireless Headset Mic	\$175	x _____	_____

DÉCOR & LIGHTING

Overhead Booth Lighting and Specialty Lighting available

Qty	Item		# of Days	Total
_____	LED Uplight Pckg (4 Color Changing LED Lights)	\$300	x _____	_____

Please note any comments about your order:

Please email completed order forms to CCCEvents@imageav.com

A confirmation email and payment link will be sent

*All orders require sales tax. If you are not required to pay Denver City and CO State sales tax, please email cccevents@imageav.com to place your order.

Client Services Agreement

Prices & Availability: All prices and availability are for this event only and are subject to change without notice until this proposal is signed and the required deposit is received. All equipment reservations and the scheduling of required technical personnel will be done on a tentative basis only until this proposal has been signed and required payment received.

Payment: All rentals require payment at the time of order to hold the equipment and price, and must be secured with a valid credit card. All orders will require the balance of the order to be paid prior to loading in / setting up equipment. Payment that is outstanding for any reason will be billed to the credit card of record. If payment is made by check, the Customer/Lessee agrees to pay a service charge of \$25.00 or 5% of order total, whichever is greater, if the check is returned by bank. In addition, the Customer/Lessee agrees to pay any and all court costs, attorney fees, and any other collection costs.

Equipment: All equipment rental rates are subject to availability upon confirmation. Any damage to equipment due to the negligence of the Customer, Customer's staff or guests will be the responsibility of the undersigned (the Customer), who will be required to reimburse Image Audiovisuals, Inc. (ImageAV) for reasonable costs for repair or replacement, including shipping. ImageAV guarantees all equipment will be in good working order upon delivery / customer pick up. ImageAV has 24 hour support if a problem should occur with equipment. ImageAV is not responsible for any problems reported after the equipment rental period. Customer will pay the replacement cost of any equipment which is lost or stolen while in the Customer's care.

Labor: A four (4) hour minimum will be required for all orders requiring a technician on site.

Security: ImageAV does not provide overnight security for equipment. Security is the responsibility of the Customer.

Venue Charges: The following charges are beyond ImageAV's control and will be applied by the venue: Electrical/Power, In-house rigging, Union Staff, Shadow Security, Security, Fire Marshall and Fogger/Haze Use Charges. ImageAV is not responsible for the above charges or any other venue imposed charges, unless stated in the proposal.

On – Site Additions: All equipment and corresponding labor and venue charges added on to an event while on site are the responsibility of the Customer.

Cancellations: Customer must inform ImageAV of cancellations in writing 48 hours prior to scheduled load in or be billed at full contracted cost. **All cancelled orders will incur a 10% cancellation fee.** Any nonrefundable deposits paid to suppliers or expenses incurred on behalf of the customer will be billed to the customer in full regardless of cancellations. Because of the unique nature of our business, we are unable to make exceptions to this policy, including, but not limited to, the cancellation of your event for any reason whatsoever.

ImageAV Liability: ImageAV will use due care in processing and scheduling the work of the Customer, but it will be responsible only to the extent of correcting any errors which are due to the equipment operators and/or equipment of ImageAV. The liability of ImageAV with respect to this Agreement shall in any event be limited to the total compensation for the services provided under this Agreement and shall not include any contingent liability. The Customer further agrees that ImageAV will not be liable for any lost profits, or for any claim of demand against the Customer by any other party.

Customer Liability: Customer shall pay ImageAV all costs and expenses, including attorney's fees, incurred by ImageAV in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions, or provisions hereof.