

# AUDIO VISUAL ORDER FORM

EMAIL OR FAX ORDER FORM TO:

## THE BALLANTINE GROUP

**Ballantine Management Group**  
 2371 Carl D. Silver Parkway  
 Fredericksburg, VA 22401  
 Fax: 540-548-5577 | Email: csilversmith@bmg1.com

**APWA Mid-Atlantic Chapter Conference and Equipment Show  
 Fredericksburg Expo & Conference Center | Fredericksburg, Virginia  
 May 1 - 4, 2018**

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

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*This is a partial list of services that BMG provides. If you any questions, please contact **Casey Silversmith** at [csilversmith@bmg1.com](mailto:csilversmith@bmg1.com)*

Qty.	Description of Services	Advance Price (Price Per Event) Order by April 20th, 2018	Regular Price (Price Per Event) Order after April 20, 2018	Total Amount
	6 Foot Screen	\$45.00	\$60.00	
	10 Foot Screen	\$75.00	\$90.00	
	12 Foot Screen—Fast Fold with Drape Kit	\$195.00	\$235.00	
	15' x 16' Screen	\$295.00	\$325.00	
	LCD Projector / 7000 Lumens	\$495.00	\$595.00	
	LCD Projector with Laptop & Power Point	\$390.00	\$470.00	
	Presentation Remote for PC/Laptop	\$50.00	\$60.00	
	High Intensity Overhead Projector	\$65.00	\$80.00	
	Overhead Projector	\$50.00	\$60.00	
	DVD Player	\$35.00	\$42.00	
	VCR	\$35.00	\$42.00	
	CD Player	\$45.00	\$54.00	
	42" Plasma Flat Screen TV/Monitor	\$195.00	\$235.00	
	TV Stand	\$100.00	\$120.00	
	Flip Chart with Markers	\$35.00	\$42.00	
	Easel	\$25.00	\$32.00	
	Audio Visual Tech (2 hour minimum)	\$75.00 per Hour	\$75.00 per Hour	
	Misc Cords to hook up Projectors to Laptop	\$50.00	\$60.00	
			5.3% Sales Tax:	
		<b>Price listed are per event</b>	<b>Grand Total Due:</b>	

**PAYMENT INFORMATION:**

**CREDIT CARD:** \_\_\_ VISA \_\_\_ MC \_\_\_ AMEX \_\_\_ DISC CREDIT CARD #: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ CVV CODE: \_\_\_\_\_  
(As it appears on card) (3 digit code on back of card)

SIGNATURE: \_\_\_\_\_

**CHECK:** CHECK NUMBER \_\_\_\_\_

Services made payable to: **Ballantine Management Group, LLC**

**FOR OFFICE USE ONLY**

DATE REC'D: \_\_\_\_\_ REC'D BY: \_\_\_\_\_

AMT REC'D: \_\_\_\_\_ PAYMENT METHOD: \_\_\_\_\_