



**Advance Rate Deadline is:
Monday, February 9, 2026**



*Firsthand Productions is the preferred audiovisual provider for this event.
Published rates are for the entire length of the event.*

Computer/Data Display	Qty.	Advance Rate	On-Site Rate	Total	
Laptop Computer Microsoft Office Products, Mouse & Cable Lock, External Audio Speaker, Additional		\$650	\$1000		
Desktop Computer , Microsoft Office Products, Mouse & Keyboard External Audio Speaker Additional		\$750	\$1200		
Apple iPad		\$475	\$650		
Video Displays & Projector	Qty.	Advance Rate	On-Site Rate	Total	
32" LCD Flat Panel Display (16:9 Ratio), External Audio Speaker, Additional Please Circle: Stand Table Top OR Wall Mount		\$500	\$600		
42" LED Display Panel Display (16:9 Ratio) External Audio Speaker Additional Please Circle: Stand Table Top OR Wall Mount		\$700	\$1000		
55" LED Display Panel (16:9 Ratio), External Audio Speaker, Additional Floor Stand ONLY		\$850	\$1200		
65" LED Display Panel (16:9 Ratio), External Audio Speaker, Additional Floor Stand ONLY		\$1500	\$2400		
75" LED Display Panel (16:9 Ratio), External Audio Speaker, Additional Floor Stand ONLY		\$2000	\$2800		
85" LED Display Panel (16:9 Ratio), External Audio Speaker, Additional Floor Stand ONLY		\$2600	\$3200		
LCD Data Projector (5000 Lumens) Resolution: 1024 x 768 Cart or Safelock Stand Additional		\$750	\$1200		
Audio	Qty.	Advance Rate	On-Site Rate	Total	
Wireless UHF Mic Kit Includes: Lavalier / Headset / Handheld - Please Circle Type Needed Required Audio Speakers Are Additional. See Pricing Below.		\$450	\$650		
Audio Speakers System 2 Speakers with Stands and Mixer		\$500	\$750		
External Mini Audio Speaker This Mini Audio Speaker cannot be used with the microphones listed above.		\$200	\$375		
Miscellaneous	Qty.	Advance Rate	On-Site Rate	Total	
5', 6', or 7' Tripod Screen w/Skirt Please Circle Size Needed		\$200	\$300		
42" or 54" Monitor Cart with Skirt Please Circle Size Needed		\$175	\$250		
Wireless 8-hour battery Color Uplights - (1) Uplight		\$250	\$350		
Laser Jet Black & White Printer		\$900	\$1200		
<i>Replacement Toner Onsite</i>			\$200		
Color Printer		\$1200	\$1500		
<i>Individual Replacement Color Toner Onsite</i>			\$250		
Company Name				Booth Number	

Cancellation Deadline is Thursday, February 12, 2026.



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Exhibit Information	
Show Name:	
Company Name:	Show Contact:
Booth #:	Show Contact #:
Delivery Date:	Ordered By:
Delivery Time: <input type="checkbox"/> 8A-10A <input type="checkbox"/> 10A-12P <input type="checkbox"/> 1P-3P <input type="checkbox"/> 3P-5P	E-Mail Address:
A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended booth.	
Secondary Contact Name and #:	Secondary Email Address:
Order Instructions & Other Equipment	
Totals	
1) EQUIPMENT TOTAL:	1) _____
2) DELIVERY & DRAYAGE - 18% of line 1:	2) _____
3) EQUIPMENT SET-UP & DISMANTLE SERVICES - 18% of line 1 (\$175.00 minimum):	3) _____
4) ORDER SUB TOTAL:	4) _____
5) CREDIT CARD SERVICE FEE - 6.8% Service Fee	5) _____
6) TOTAL DUE:	6) _____
Payment Information	
Company Name:	Billing Address: City: State: Zip:
Authorization Signature:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Printed Name:	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> Exp. Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> CVS: <input type="text"/> <input type="text"/> <input type="text"/>
Cancellation Deadline is Thursday, February 12, 2026	
<p>Please email your order to: exhibits@firsthandAV.com</p> <p><i>If you have any questions, please email Brian Zambotti at brian@firsthandav.com</i></p>	



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RENTAL AGREEMENT

All equipment services are based on Event Rates and apply to event days only. **Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth.** It is understood and agreed that EXHIBITOR is receiving services from FIRSTHAND PRODUCTIONS for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental services and equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to FIRSTHAND PRODUCTIONS in the same condition as it was at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify FIRSTHAND PRODUCTIONS of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody, and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of FIRSTHAND PRODUCTIONS in each instance.

Cancellation

Cancellation of equipment services must be received by the deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

Payment

Full payment is due at the time services are ordered. All payments must be in U.S. dollars. Orders received after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of FIRSTHAND PRODUCTIONS except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. International exhibitors, FIRSTHAND PRODUCTIONS requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF MARYLAND. In the event of any dispute between the EXHIBITOR and FIRSTHAND PRODUCTIONS relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to FIRSTHAND PRODUCTIONS for its services, as an offset against the amount of any alleged loss or damage. Any claims against FIRSTHAND PRODUCTIONS shall be considered a separate transaction, and shall be resolved on its own merits. FIRSTHAND PRODUCTIONS reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that FIRSTHAND PRODUCTIONS may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FIRSTHAND PRODUCTIONS shall be either applied to reduce the principal unpaid balance or refunded to the payer.

I HAVE READ AND AGREED TO THE FOLLOWING TERMS AND CONDITIONS:

Signed: _____		Date: _____	
Company Name		Booth Number	