METRO multimedia
Complete Sound, Lighting and Video Service
52 Forest Ave., Suite 6, 2nd Fl., Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108: C 201-954-3320
E-Mail: info@metromultimedia.com

PAYMENT AUTHORIZATION FORM

JA Newyork special delivery

October 29 – 31, 2017
Jacob K. Javits Convention Center

Company:	Booth:
Address:	
City, Sate Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
ESTIMATED TOTALS	
Audio Equipment Total	
Projection Total	
Video and Data Display Total	
Labor Total	
Sub Total Estimate due MetroMultimedia	$
Sales Tax Due on Sub Total Amount	$
Delivery & Pick Up	$ **150.00**
Total Due MetroMultimedia	$

PAYMENT AUTHORIZATION

YOUR SIGNATURE OF THIS PAYMENT AUTHORICATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

Company Check – Make payable to MetroMultiMedia, and reference JA Special Delivery. Mail to: 52 Forest Ave, Suite 6, 2nd Floor, Paramus, NJ 07652
Please Note – Returned checks are subject to a $35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.

Wire Transfers – If paying by wire transfer please contact MetroMultiMedia for wire transfer information and include a $40.00 wire transfer fee.

Credit Card – For your convenience, MetroMultiMedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultiMedia charges, and any charges that MetroMultiMedia may be obliged to pay on your behalf, including without limitations, any material handling and/or labor charges. Please Complete the information below.

☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DISCOVER **Exp. Date**

Account Number																	
Security Code					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)												

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____ Phone: _____

***The cardholder names above hereby authorize MetroMultiMedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: _____ Date: _____

PAYMENT POLICY: MetroMultiMedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT. Checks **must** be in US Dollars and drawn on a US Bank.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultiMedia rental equipment.

**CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - ** NO EXCEPTIONS **

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MetroMultiMedia Order Form

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Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____ Booth Size: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Name: _____ Phone: _____ E-Mail: _____
Delivery Date/Time: _____ Pick Up Date/Time: _____
On Site Contact Name: _____ On Site Contact Phone: _____

Audio Equipment	Qty.	Daily Rate	# of Days	Total
1 Speaker Sound System with Wired Hand Held Microphone		$90.00		
2 Speaker Sound System with Wired Hand Held Microphone		$160.00		
Wireless Microphone (_____Lavalier, _____ Handheld _____ Headset) {Please check}		$130.00		
8 Channel Audio Mixer (required with use of wireless mic)		$60.00		
Large Venue Sound Systems are available upon request		Please Call		
Projection	**Qty.**	**Daily Rate**	**# of Days**	**Total**
3k Lumen LCD Video / Data Projector (Conference Room)		$250.00		
4.5 Lumen LCD Video / Data Projector (In Booth)		$415.00		
Tripod Projection Screen _____ 5' _____ 6' _____7' or _____ 8' {Please check}		$50.00		
Projector Stand		$15.00		
Custom Projection and Lighting Packages are available upon request		Please Call		
Computers & Accessories	**Qty.**	**Daily Rate**	**# of Days**	**Total**
Lenovo Desktop Computer HD/DVD/RW		$125.00		
Apple Mac Mini 8G/256 SSD		$85.00		
Lenovo Laptop Computer FULL HD		$160.00		
MacBook Pro 15" Core i7 8G		$185.00		
Apple iPad2 32G Wifi+G3 9.7"		$65.00		
iPad Floor Stand		$75.00		
Video and Data Display	**Qty.**	**Daily Rate**	**# of Days**	**Total**
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other:_____				
32" Flat Panel Display _____ Table Top _____ Wall Mounted		$160.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		$285.00		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		$450.00		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		$525.00		
70" Flat Panel Display _____ Wall Mounted		$590.00		
90" Flat Panel Display _____ Wall Mounted		$1,200.00		
*Dual Post Floor Stand for Flat Panel Monitors (for 42" through 90" sizes only)		$60.00		
*Dual Post Floor Stand Shelf for Laptop		$15.00		
Media Player (required for USB playback)		$30.00		
Touchscreens and video walls are available upon request		Please Call		
			Total Audio, Projection & Video and Data Display	$
A labor charge of $70.00 per hour may be added depending on the type and quantity of equipment ordered.			***Labor Total***	$
			Grand Total Equipment Rental and Labor	$

Please Note:
Drayage Costs (if applicable) are not included in delivery costs
In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.
***Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.**

To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com .

SUBTOTAL = _____ + TAX @ 8.875% = _____ + $150.00 Deliver & Pick-Up = TOTAL _____

Payment Authorization Form must accompany order.

Equipment Cancellations not received 48 Hrs. before delivery date will be charged 100% - **NO EXCEPTIONS**