



DLCC ORDER FORM

DLCC On-Site Contacts For Equipment Question:

Steven Sinagra : Desk - (412) 325-6115 / Cell # (412) 452-8062

Zack Morgan : Cell # - (412) 352-0880

2025 OFFICIAL : Audio-Video-Data Order Form

****Pre-Show Order Deadline: 09/30/2025****

Video Equipment	Qty	Pre-Show Rate*	On-Site Rate*	Total	Required Customer Information
32" Cart with Skirt		\$40	\$60		PLEASE PRINT
54" Cart with Skirt		\$60	\$90		Exhibitor Name:
Safelock Stand		\$30	\$45		Address:
Powerpoint Laptop - PC Windows		\$125	\$188		City:
USB Media Player - MP4 Video (No powerpoint)		\$50	\$75		State: Zip Code:
HDMI Splitter 1in / 4out		\$30	\$45		Ordered By:
					Telephone:
Other Equipment Please Call		\$200	\$252		email:
					Required Delivery Information
Video / Data Display	Qty	Pre-Show Rate*	On-Site Rate*	Total	Show/Event Name:
Video / Data LCD Projector (3000 Lumens) (1080p) *Larger Projectors Available Upon request		\$350	\$525		Society of Asian Scientists & Engineers (SASE) 2025
22" - 27" Computer Monitor - Table Stand		\$75	\$113		Exhibit Booth #:
40" - 43" Flat Panel - Includes Stands		\$450	\$675		Preferred Delivery Date:
50" - 55" Flat Panel - Includes Stands		\$550	\$825		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM
60" - 65" Flat Panel - Includes Stands		\$700	\$1,050		On Site Contact:
75" - 80" Flat Panel - Includes Stands		\$1,500	\$2,250		
Shelf For Monitor Stand		\$50	\$75		
					Cell #:
					Signature:
Please Call or Email for monitor mounting to booth structure. We will not mount any flat screens without booth specs, drawings and structural weight loads.					Terms and Conditions
Projection Equipment	Qty	Pre-Show Rate*	On-Site Rate*	Total	1. Representative MUST BE on-site at for Delivery. 2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth.
8' Tripod Screen with Skirt		\$90	\$135		
*Larger Size Screen Available Upon Request					
Audio Equipment	Qty	Pre-Show Rate*	On-Site Rate*	Total	See Attached Form for Terms and Conditions
Wired Handheld Microphone		\$70	\$105		
Wireless UHF Mic (Lavalier - Headset - Handheld) Circle 1		\$300	\$450		
Powered Speaker System (2 Speakers w/ Stands)		\$250	\$375		
Additional Sound Systems Available - Please Call					
Mono Audio Mixer		\$70	\$105		
1/8" Mini - Headphone Jack Adapter (Laptops/Tablet)		\$50	\$75		
Miscellaneous Equipment	Qty	Pre-Show Rate*	On-Site Rate*	Total	
Other Equipment Offered - Truss, Motors, Rigging, Lighting, Automates Please Call for Pricing 412-325-6115					Ordering Process
Totals PAYMENT IS DUE WHEN ORDER IS PLACED					Email Form To: AV@3riversentertainment.com
					Fax Form To: 412-224-4408 (please unblock number)
					Questions about your order call: 412-429-4000
EQUIPMENT TOTAL: 1					Payment Processing
DELIVERY/SET-UP/PICKUP: (25% of line 1 or \$125.00 minimum) 2					PLEASE MAIL CHECKS TO:
DRAYAGE: Union Required (20% of line 1) 3					Three Rivers Entertainment and Production
SUBTOTAL: 4					1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
STATE SALES TAX: (7% of Line 1) 5					
TOTAL DUE: 6					
Method of Payment					Audio Visual Service
Complete Attached Payment Authorization Form					Three Rivers Entertainment & Production is the In-House Service Provider for David L. Lawrence Convention Center 1000 Fort Duquesne Blvd Pittsburgh PA 15222
					FOR BILLING INQUIRIES PLEASE EMAIL: AV@3riversentertainment.com