

Name of Event: \_\_\_\_\_ Booth / Meeting Room #: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 If Receipt Required (Please  Check ) Fax: \_\_\_\_\_ Email: \_\_\_\_\_

EQUIPMENT AVAILABLE	Advance Fee* per Day	Floor Order Fee** per day	Qty	# of Days	Total \$
1. White Board	\$ 25.00	\$ 40.00			
2. Flip Chart (includes pad of paper and markers)	\$ 20.00	\$ 35.00			
3. A/V Cart (2 or 3 tier)	\$ 17.50	\$ 32.50			
4. Screen: 8' x 8' Tripod	\$ 50.00	\$ 65.00			
5. Screen: 7½' x 10' Fastfold (front or rear projection)	\$ 75.00	\$ 90.00			
6. Screen: 10½' x 14' Fastfold (front or rear projection)	\$110.00	\$120.00			
7. Screen: 13' x 17' (front projection only)	\$200.00	\$215.00			
9. Screen: 16' x 21' (front or rear projection)	\$250.00	\$275.00			
10. Wired Microphone	\$ 40.00	\$ 55.00			
11. Wireless Microphone (lavalier or hand held)	\$ 85.00	\$ 90.00			
12. JBL Eon 12" Powered Speaker	\$ 80.00	\$ 95.00			
13. Small Sound System (2 Eons, Small Mixer and Mic)	\$250.00	\$300.00			
14. CD Player	\$ 55.00	\$ 70.00			
15. Easels	\$ 10.00	\$ 15.00			
16. Easels (with white board surface and markers)	\$ 20.00	\$ 35.00			
17. Projector: Sanyo Multiverse LCD w/3200 ANSI Lumens	\$200.00	\$250.00			
18. Projector: Panasonic DLP w/5500 Lumens	\$500.00	\$550.00			
19. Projector: LCD w/12,000 Lumens	\$650.00	\$700.00			
20. 46" LCD TV with Stand	\$195.00	\$250.00			

**ALL PROJECTORS AND 46" TV RENTAL ARE PER DAY**

**\*\*Other equipment is available upon request\*\***

* Must be received (14) days prior to event to receive Advance Fee. ** Within thirteen (13) days before the event or on the event day Floor Fee.	<b>Grand Total:</b>	<b>\$</b>
---	---------------------	-----------

**Remit payment to: Peoria Civic Center, Accounting Dept., 201 SW Jefferson, Peoria, IL 61602**  
**Phone (309) 673-8900 Fax (309) 680-3585 Email: [accounting@peoriaciviccenter.com](mailto:accounting@peoriaciviccenter.com)**

**(There is a 3.5% credit card fee applied to all credit card payments)**

METHODS OF PAYMENT: CHECK / MONEY ORDER / CREDIT CARD (  one )  
 Master Card     American Express     Discover     Visa

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Name as it appears on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Due to a requirement by federal law, the exact name of the credit card holder and the address in which the bill for the credit card arrives at need to be used. If the information at the top of the form does not correspond with these requirements, please fill out the following:

Address Bill Arrives At: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**DELIVERY / PICK UP CHARGE OF \$10.00 IF APPLICABLE**

*The parties agree that the implied warranties of merchantability and fitness for particular purpose and all other warranties express or implied, are excluded from this agreement. Peoria Civic Center Authority does not assume any liability for damages of any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever. For additional copies, please contact the Peoria Civic Center or refer to our web site at [www.peoriaciviccenter.com](http://www.peoriaciviccenter.com). ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.*