



Event Venue and
Conference Center

225 East Breckinridge Street
Louisville, KY 40203
Email: info@c2eventvenue.com

Office: (502) 585-5752

Managing Director: Thomas Uribaz
Email: thomas@thevillagelouisville.com
Office: (502) 785-0815 x131



Audio/Video Order Form

C2 Audio Visual & Creative Services

| Video Equipment | | | | | | |
|--|----------|-----------|-----------|------------|---------------------------|--|
| | Price | Equip Qty | # of days | Show Total | Notes: | |
| 32" Flat Panel Monitor 16:9 ratio | \$100.00 | | | | | |
| 40" Flat Panel Monitor 16:9 ratio | \$150.00 | | | | | |
| 50" Flat Panel Monitor 16:9 ratio | \$200.00 | | | | | |
| Confidence Monitor with Stand | \$250.00 | | | | | |
| TV Monitor Pole Stand with Shelf | \$80.00 | | | | | |
| Monitor Wall Mount (Not Available) | | | | | | |
| Audio Equipment | | | | | | |
| Four Speaker Sound System with 2 subs | N/C | | | | Main Stage Only | |
| Two Speaker Sound System with 2 subs | N/C | | | | Studio B Only | |
| Additional Wireless Microphones | \$25.00 | | | | Handheld Mics Only | |
| Additional Wireless Microphones | \$35.00 | | | | Lavalier Mics Only | |
| Additional Wired Microphones | \$15.00 | | | | includes 25ft XLR cabling | |
| Laptop/Media Player Audio Adapter | \$25.00 | | | | | |
| Computer Equipment | | | | | | |
| Laptop: Core i5 or Equivalent | \$175.00 | | | | | |
| Presentation Clicker/Pointer | \$45.00 | | | | | |
| Speaker/Presenter count-down clock | \$125.00 | | | | | |
| 24" LCD Flat Panel Monitor | \$75.00 | | | | | |
| Presentation Equipment | | | | | | |
| HD LCD Projector (3,000 lumens) & Cart | \$400.00 | | | | | |
| Tripod Screen (6ft or 8ft) | \$55.00 | | | | | |
| Skirt/Power Cable for AV Cart | \$45.00 | | | | | |
| Wireless presenter mouse w/ pointer | \$45.00 | | | | | |
| Flipchart with pad & markers | \$50.00 | | | | | |

| | | |
|--|------------------------|-----|
| All rates are daily. Tax will be charged for all orders without a valid Tax Exempt form. A 15% Service Charge will apply to all orders. Cancellations without notice will be charged 50% of total. On site cancellations will not be refunded. | Subtotal | |
| | Set-up and /or Labor | |
| | C2 Service Charge | 15% |
| | KY Sales Tax | 6% |
| | Credit Card Svc Charge | 3% |
| | Total | |

NOTE: Client is required to supply all necessary adapters for laptops without an HDMI connection.

REQUIRED CUSTOMER AND DELIVERY INFORMATION

| | |
|----------------------|-----------------|
| Company Name: | Billing Address |
| Onsite Contact Name: | City |
| Rental Room: | State |
| Cell Phone: | Zip Code |
| Email: | Billing Phone # |

| |
|--------------------------|
| Requested Delivery Date: |
| Requested Delivery Time: |

| |
|-------------------------|
| Requested Pick-up Date: |
| Requested Pick-up Time: |

| |
|--|
| Will a third party vendor be delivery equipment? |
| Third Party Delivery Date: |
| Third Party Delivery Time: |

| |
|---------------------------|
| Third Party Pick-up Date: |
| Third Party Pick-up Time: |

| |
|--|
| Will a third party vendor be delivery equipment? |
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| Third Party Delivery Time: |

| |
|---------------------------|
| Third Party Pick-up Date: |
| Third Party Pick-up Time: |

| Third-Party Vendor Information |
|--------------------------------|
| Name: |
| Address: |
| Phone: |
| Email: |

| Third-Party Vendor Information |
|--------------------------------|
| Name: |
| Address: |
| Phone: |
| Email: |

All deliveries must be done via the loading dock of the C2 Event Venue.

Please complete the order form and required client information prior to contract signing.
 Please submit a credit card authorization form and a copy front and back of your driver's license.
 If paying by credit card, a 3% bank charge will be apply at time of charge. Please visit the property to complete your event payment or deposit.



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