



Audio Visual Services Order Form

HICC offers exhibitors a variety of audio visual equipment including sound, light, video, systems and stage.

Please attach all Service Order forms and return along with this form no less than 14 DAYS PRIOR to the move-in of the event to: _____		
Event Manager : _____		
Hyderabad International Convention Centre		
Phone: _____	Mob: _____	Email: _____

Name of the Event: _____ Date: _____ To : _____

Stand Name: _____ Stand Number _____

Audio Visual Equipment - Summary of costs

Audio Visual equipment and Labour	Rental/day (INR)	Number required	Duration	Amount (INR)
LCD TV 32"	2000			
Plasma 42"	6000			
Plasma 50"	10000			
Video CD player / DVD player	1000			
Printer - B & W - till A4	2500			
Multi function Printer - Colour - till A3	5000			
Desk Top computer	1200			
Laptop	2000			
Any Other: Please list				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Amounts quoted in this correspondence are exclusive of taxes & service charges
Service charge 5% and Service Tax 12.36%. Taxes are subject to change.

Please Note: this form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form

A written estimate of costs will be forwarded to the party nominated on the Exhibitor Account Form
Signing and returning a copy of the estimate cover sheet by the nominated date confirms the booking for this service. All services must be prepaid to CLIENT SERVICES by credit card, cash, EFT or company cheque made payable to CCCPL at least (3) business days prior to the move-in of the event. Any requests received later than 14 days prior to the event will be undertaken at the centre's discretion and may incur a 30 % late fee.

Please print this form and keep a copy for your records