

AUDIO VISUAL RULES & REGULATIONS

Rate Policy

1. ADVANCE RATES require that Order Forms AND full payment MUST be received a minimum of seven (7) calendar days PRIOR TO the first day of the show. FLOOR RATES will apply after the deadline.
2. All order forms must be complete for equipment to be scheduled. Incomplete order forms may result in delayed processing and a possible delay of equipment installation.
3. All equipment rental prices are per show day. Equipment may be delivered up to three (3) days prior to show opening without incurring additional charges.
4. Delivery includes set-up and pick-up. Any additional labor required will be charged at INSPIRE's standard rates and are subject to a four (4)-hour minimum charge:

Cancellation Policy

1. Notification of cancellation of services must be remitted IN WRITING a minimum of 7 CALENDAR DAYS PRIOR to the first scheduled show date to receive a refund.
2. No refunds will be given for equipment ordered and installed but not used.
3. Claims for mis-delivery or non-delivery of equipment will not be considered for refund unless reported to the Service Desk PRIOR to the close of the event.

Payment Policy

1. 100% payment (in U.S. currency ONLY) must accompany each order. All service orders must be paid using a credit card. Credit Cards accepted: Visa, MasterCard, AMEX and Discover.
2. Payment for additional labor required beyond standard set-up and pick-up, or for equipment requested upon arrival, must be made in advance. No equipment or labor will be provided without prior payment.
3. If you are exempt from the payment of sales tax, an exemption certificate for the State of Nebraska must be forwarded to MECA.

General Policies

1. INSPIRE is the CHI Health Center Omaha's preferred in-house provider of audio-visual equipment and service. Whenever these services are required, INSPIRE will be available and able to provide all needed labor and equipment
2. All orders will receive priority service.
3. INSPIRE employees are the only persons permitted to connect audio visual equipment. Any Exhibitor accessing floor boxes, electrical panels, or other equipment belonging to CHI Health Center Omaha or INSPIRE will be subject to removal from the building. Any damages caused by the Exhibitor will be charged accordingly.
4. All materials and equipment furnished shall remain the property of MECA or INSPIRE and shall be removed ONLY by CHI Health Center Omaha or INSPIRE personnel at the close of the event.
5. Any INSPIRE equipment removed from the premises or damaged will be charged accordingly.



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6. Unless otherwise directed, CHI Health Center Omaha or INSPIRE personnel are authorized to cut floor coverings to permit the installation of equipment.
7. All equipment shall be used by the Exhibitor in the manner intended. Equipment may be removed if; MECA or INSPIRE have reason to believe that the equipment is being used inappropriately.
8. The liability of INSPIRE, MECA and the City of Omaha shall be exclusively limited to the refund of charges in the event of mis-delivery or non-delivery of equipment. The users of such equipment hereby waive any and all incidental, actual, or consequential damages related to the mis-delivery or non-delivery of such equipment.