

**EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM**



If you have a special request or need additional equipment, please call. A fax confirmation will be sent once your order is received and processed.

Video Equipment	Qty	DAILY RATE		Days Used	Total	Customer Information
		Advanced	Onsite			
25" Video Pkg: 25" Monitor, 1/2" VHS Player, 54" Cart w/Drape		\$205	\$246			<b>Firm Name:</b>
1/2" VHS Player with auto-repeat		\$125	\$150			
1/2" S-VHS Player		\$125	\$150			<b>Address:</b>
DVD Player		\$150	\$180			
Combo VHS auto-repeat unit with 20" Monitor		\$200	\$240			<b>City:</b>
20" Color Monitor (NOT for computer use)		\$125	\$150			<b>State:</b> <input type="text"/> <b>Zip:</b> <input type="text"/>
25" Color Monitor (NOT for computer use)		\$150	\$180			<b>Ordered By:</b>
27" Color Monitor (NOT for computer use)		\$225	\$270			<b>Telephone #:</b>
32" Color Monitor (NOT for computer use)		\$275	\$330			<b>Fax #:</b>
50" RP Projection TV (NOT for computer use)		\$400	\$480			
54" Rolling Cart w/Black Drape		\$24	\$29			

Audio Equipment	Qty	DAILY RATE		Days Used	Total	Ordering Instructions
		Advanced	Onsite			
CD Player		\$75	\$90			<p>⇒ <b>THE TOTAL CHARGE PER ITEM IS DETERMINED BY MULTIPLYING THE QUANTITY BY THE DAILY RATE BY THE NUMBER OF SHOW DAYS TO BE USED.</b></p> <p>⇒ <b>TAX EXEMPT STATUS</b> - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.</p> <p>⇒ To guarantee the advanced rate, the order should reach us <b>5 working days prior to delivery.</b> Equipment availability is subject to change without notice.</p> <p>⇒ <b>CANCELLATIONS:</b></p> <p>A) Cancellation of equipment ordered must be received <b>24 hours prior</b> to delivery date to avoid a one day equipment charge plus all Delivery/Set-up/Pick-up Labor.</p> <p>B) If services have already been provided at the time of cancellation, <b>50% of original charges</b> will be applied.</p> <p>⇒ <b>The equipment is the responsibility of the client from delivery until it is picked up after show closing.</b></p>
Cassette Player		\$40	\$48			
Wired Microphone: Handheld or Headset (circle one)		\$45	\$54			
Wireless Microphone: Handheld or Headset (circle one)		\$160	\$192			
Powered Speaker with stand		\$100	\$120			
Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Headset (circle one)		\$260	\$312			
Sound System with (2) powered speakers, (2) stands and (1) Wireless Microphone: Handheld or Headset (circle one)		\$360	\$432			

Computer Monitors	Qty	DAILY RATE		Days Used	Total
		Advanced	Onsite		
17" Multisync SVGA Color Monitor		\$95	\$114		
20" Multisync SVGA Color Monitor		\$150	\$180		
42" Plasma LCD Display: Tabletop or Wall Mount (circle one)		\$750	\$900		
PC Laptop Computer Systems, w/ DVD/CDRW Drive, Built-in Sc		\$350	\$420		
Desktop Computer w/ monitor		\$300	\$360		
Additional Computer Equipment Available - Call For Quote					

Projection Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	Onsite		
SVGA LCD Data/Video Projector		\$500	\$600		
XGA LCD Data/Video Projector		\$800	\$960		
Screens		Call For Quote			

Rental Totals	PRE-PAYMENT IS REQUIRED ON ALL ORDERS		Delivery Information
<b>EQUIPMENT TOTAL</b>	1		On-Site Contact:
<b>SANTA CLARA SALES TAX - 8.50% of Equipment Total line 1</b>	2		Booth #: <input type="text"/> Room #: <input type="text"/>
<b>SUB-TOTAL</b>	3		Delivery Date: <input type="text"/> Time: <input type="text"/>
<b>DELIVERY/SETUP/PICKUP (REQUIRED) - 17% of line 1 or \$75.00 minimum</b>	4		Show Start Date: <input type="text"/> Time: <input type="text"/>
<b>TOTAL AMOUNT DUE</b>	5		Pick-up Date: <input type="text"/> Time: <input type="text"/>

⇒ TO AVOID REPEAT DELIVERY CHARGES SOMEONE MUST BE IN YOUR BOOTH AT THE SPECIFIED DELIVERY TIME TO SIGN FOR THE EQUIPMENT.

Method of Payment	PLEASE CHECK ONE	Return for Processing
Card Number: _____ Exp Date ____ / ____	American Express <input type="checkbox"/>	<p align="center"><b>Andrea Langford</b>  <a href="mailto:andrea_langford@yahoo.com">andrea_langford@yahoo.com</a>  <b>PSAV</b>                      Santa Clara, California                      408-748-7028 (Phone)                      408-748-7089 (Fax)</p>
Cardholder's Name (as appears on card): _____	Visa <input type="checkbox"/>	
Cardholder's Signature: _____	MasterCard <input type="checkbox"/>	
	Check <input type="checkbox"/>	