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October 14-16, 2008 - Donald E. Stephens Convention Center - Chicago, IL

EXHIBITOR ORDER FORM

Company:	Room Name:	
Ordered By:	Booth #:	
Address:	On-Site Contact:	
C / S / Z :	Phone #:	Fax #:
Email:	Date Required:	Time Required:
Phone #: Fax #:	Date Finished:	Time Finished:
Note:	Method of Pay: ***ALL ORDERS MUST BE PREPAID***	

AUDIO-VISUAL EQUIPMENT RENTALS

Orders Must Be Received By: 10/01/08 to qualify for Prepaid Rate. All Orders Must Be Received By: 10/07/08 to guarantee delivery.

Qty.	Equipment Description	Prepaid Day Rate	Standard Day Rate	Rate	x Days	Total
	Laptop Computer (loaded w/ Microsoft Office)	\$150.00	\$165.00			
	Desktop Computer Station (loaded w/ Microsoft Office)	\$150.00	\$165.00			
	Laptop Lock	\$10.00	\$15.00			
	Mouse	\$10.00	\$15.00			
	Keyboard	\$10.00	\$15.00			
	LCD Projector (2000 Lumens)	\$600.00	\$650.00			
	LCD Projector (3000 Lumens)	\$700.00	\$750.00			
	8'x8' Tripod Projection Screen	\$65.00	\$75.00			
	20" Computer LCD Flat Screen Monitor	\$165.00	\$175.00			
	32" Plasma Flat Screen Monitor (w/table stand)	\$300.00	\$350.00			
	42" Plasma Flat Screen Monitor (w/72" tall stand)	\$500.00	\$550.00			
	50" Plasma Flat Screen Monitor (w/72" tall stand)	\$625.00	\$675.00			
	60" Plasma Flat Screen Monitor (w/72" tall stand)	\$750.00	\$825.00			
	72" Tall Plasma Stand	\$100.00	\$125.00			
	DVD Player	\$115.00	\$135.00			
	CD Player	\$100.00	\$125.00			
	4-Channel Audio Mixer	\$55.00	\$65.00			
	2-Way Speakers w/ Speaker Stand (ea.)	\$125.00	\$150.00			
	Wireless Lav Mic	\$165.00	\$175.00			
	Wireless HH Mic	\$165.00	\$175.00			
	Computer Audio Kit (All Cables, DI Box, 4-CH Mixer, 2 Anchor Speakers)	\$275.00	\$300.00			
	32" Roll Cart w/Skirt	\$30.00	\$40.00			
	42" Roll Cart w/Skirt	\$35.00	\$45.00			
	<i>Please inquire directly for anything not listed in this document.</i>					

WE ACCEPT FOR YOUR CONVENIENCE	Equipment Rental Sub Total
<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	Labor \$125.00
Credit Card #:	Delivery & Pickup \$125.00
Exp Date (MM/YY): Zip Code:	Additional Labor - If more than 30 minutes required for set up
Cardholder Name:	ORDER TOTAL
Cardholder Email:	PAYMENT AUTHORIZED
Phone #: Fax #:	

IT IS UNDERSTOOD AND AGREED THAT THE CUSTOMER ACCEPTS FULL RESPONSIBILITY FOR ANY LOSS OR DAMAGE TO THE EQUIPMENT UNTIL IT IS RETURNED TO THE LESSOR. ANY CANCELLATIONS MUST BE RECEIVED IN WRITING 72 HOURS PRIOR TO THE DELIVERY TIME, OTHERWISE FULL PAYMENT IS DUE. FOR BEST AVAILABILITY PLEASE FAX OR EMAIL THE ORDER ASAP. YOU WILL RECEIVE AN EMAIL CONFIRMATION THAT WE HAVE RECEIVED YOUR ORDER, IF YOU DO NOT, PLEASE CONTACT US. WE THANK YOU IN ADVANCE!

INVOICE & CREDIT CARD RECEIPT	SIGNATURE RELEASE
SEND TO ABOVE: <input type="checkbox"/> "Ordered By" <input type="checkbox"/> "Cardholder"	Print Name:
Alt.Contact Name:	Signature:
Email Address:	Date:
Phone #: Fax #:	