

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS



OFFICIAL AV & COMPUTER RENTAL ORDER FORM

PLEASE CALL – Keith Shane (610) 940-9500 Ext. 203

****NOTE: ALL PRICING IS FOR ENTIRE LENGTH OF SHOW****




Qty	Equipment	Event Rate	Total
PLASMA FLAT PANEL MONITORS			
	42" Plasma Monitor – SVGA, 800 X 600, Desk Stand & Speakers Included	\$795.00	
	37" Plasma Monitor – XGA, 1024 X 768, Desk Stand, Speakers built-in	\$995.00	
	50" Plasma Monitor – SXGA, 1280 X 1024, Desk Stand & Speakers Included	\$1395.00	
	Dual Post Floor Stand for above Plasmas	\$145.00	
	Wall Mounting Bracket for above Plasmas	Included	Included
LCD FLAT PANEL MONITORS			
	17" LCD Monitor – 1280x1024 Max Resolution	\$195.00	
	20" LCD Monitor – 1600x1200 Max Resolution	\$295.00	
	32" LCD Monitor – 1600x1200 Max Resolution	\$595.00	
	Wall Mount for above Flat Panel LCD Monitors	\$25.00	
DESKTOP COMPUTERS – 17" CRT Monitor, NIC, Keyboard, Mouse, Windows XP, MS Office XP			
	P4 1.7GHz, 256MB RAM, 20GB HD, CD	\$160.00	
	P4 2.6GHz, 1GB RAM, 40GB HD, DVD/CDRW	\$175.00	
	P4 3GHz, 1GB RAM, 80GB HD, DVD/CDRW	\$195.00	
	Upgrade Monitor with PC Rental to 17" LCD	\$45.00	
	Upgrade Monitor with PC Rental to 20" LCD	\$145.00	
LAPTOPS – Windows XP, MS Office XP			
	P4 1.8GHz, 512MB RAM, 40GB HD, DVD, 10/100 NIC, Wi-Fi	\$250.00	
	Centrino 1.5GHz, 512MB RAM, 40GB HD, DVD/CDRW, 10/100 NIC, Wi-Fi	\$295.00	
PRINTERS, FAXES & COPIERS			
	HP 4100N LaserJet Printer	\$195.00	
	HP 4500N or 4600N Color LaserJet Printer	\$595.00	
	Plain Paper Laser Fax Machine	\$195.00	
PRESENTATION EQUIPMENT			
	DVD Player or VCR Player w/ Auto Repeat (circle choice)	\$95.00	
	20" Video Monitor	\$125.00	
	27" Video Monitor	\$175.00	
	XGA 2000 Lumen LCD Projector	\$495.00	
	XGA 3000 Lumen LCD Projector	\$995.00	
	6' or 8' Tripod Projection Screen	\$95.00	
	54" Draped Cart	\$75.00	
AUDIO EQUIPMENT			
	Booth Sound System – 2 Anchor Amplified Speakers w/ Stands, 1 Wired Handheld Mic, 1 Wireless Handheld or Lavalier Mic, Mixer.	\$395.00	
	JBL 150Watt Amplified Speaker w/ Stand	\$150.00	
	Wireless Microphone – Circle One (Lavalier or Handheld or Headset)	\$195.00	
	Wired Handheld Microphone	\$75.00	
	Audio Mixer	\$75.00	
HUBS, SWITCHES, D/As & CABLES			
	16 Port 10/100 Network Hub	\$75.00	
	RJ45 Network Cable	\$1 per foot	
	RGB or VGA (choose) Distribution Amp - 1 Input, 6 Output w/ 25' RGB Cable	\$195.00	
	RGB or VGA (choose) Switch Box - 1 Input, 6 Output w/ 25' VGA Cable	\$195.00	
	25' VGA or RGB Cable	\$25.00	

ORDERS RECEIVED WITHIN 1 WEEK OF SHOW ARE SUBJECT TO A 20% RUSH SURCHARGE

<p>SERVICE: All rentals include 24x7 service & support.</p> <p>DELIVERY/PICKUP: A representative from your organization must be in the booth at the time of delivery to sign for the equipment. If a repeat delivery is required, an additional charge will apply. Any changes to scheduled delivery time within 7 days of the event will result in an additional charge. DRAYAGE/UNION HANDLING FEES ARE NOT INCLUDED AND ARE THE CUSTOMERS RESPONSIBILITY.</p> <p>DELIVERY/PICK-UP CHARGES: Delivery charge is equal to 10% of equipment subtotal (minimum \$75).</p> <p>ADDITIONAL LABOR CHARGES: Add \$75 for Delivery/Pickup of Plasmas. Add \$75 for outside the hours of 8-5. Add \$75 for a delivery on Saturday or Sunday. Add \$75 for a pickup on Saturday or Sunday.</p> <p>PAYMENT: SmartSource requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.</p> <p>DAMAGE WAIVER: Covers damage to equipment while on show site. Does not cover lost or stolen equipment.</p> <p>CREDIT CARD: For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders by your representatives. These fees include any services provided by SmartSource or charges we incur on your behalf.</p> <p>CANCELLATION: Cancellation of rental equipment and services must be made 7 days prior to delivery. No refunds will be made to any order where cancellation is made less than 7 days prior to delivery.</p> <p>RESPONSIBILITY: Customer is responsible for all loss and damage to equipment. All orders are subject to SmartSource standard terms and conditions.</p>	RENTAL EQUIPMENT TOTAL FROM PAGE 1	
	OPTIONAL - DAMAGE WAIVER INSURANCE - 3% OF RENTAL TOTAL	
	DELIVERY/PICK-UP 10% OF SUB-TOTAL \$75 MINIMUM	
	ADDITIONAL LABOR CHARGES (IF NECESSARY, SEE TO LEFT FOR DETAILS)	
	SUB TOTAL	
	SALES TAX – APPLIED AT LOCAL RATE OF EVENT	
	TOTAL*	

<p>FAX TO: 610-940-9501 OR MAIL TO: SmartSource 4110 Butler Pike, Suite A100, Plymouth Meeting, PA, 19462</p>	<p>FOR MORE INFORMATION CALL: (610) 940-9500 Keith Shane – EXT 203</p>
--	---

PLEASE FILL IN ALL BOXES BELOW – PLEASE PRINT NEATLY OR TYPE

EXHIBITION INFORMATION		PAYMENT INFORMATION	
Company Name (On booth)	Booth # & Hall/Room Name	Company Name	
Show Site Contact	Show Site Contact Cell Phone #	Billing Address	
/ / 8-12 or 1-5 Setup Date & Time(circle one)	/ / 8-12 or 1-5 Pick-up Date & Time(circle one)	City	State ZIP
Venue Address		Credit Card Number	Exp. Date
City	State ZIP	Authorized Signature	
Your Phone #	Your Fax #	Print Name	
Ordered By		Email Address	
Show / Event Name:	<p style="text-align: center;">CREDIT CARD TYPE</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  </div>		

ORDER COMMENTS / INSTRUCTIONS