



TRADESHOW ORDER FORM
Hyatt Regency, Calgary Alberta

Revised Feb 2008

CUSTOMER ORDER INFORMATION **PLEASE COMPLETE IN FULL, INCOMPLETE ORDERS WILL DELAY CONFIRMATION**

Company Name: _____ Mailing Address: _____ City/Prov or State: _____ Ordered By: _____ Zip: _____ Phone Number: () _____ Ext: _____ Fax Number: _____ E Mail Address: _____	Booth Name: _____ Booth #: _____ On Site Contact: _____ Install Date: _____ Time: (CIRCLE ONE) AM PM Dismantle Date: _____ Time: (CIRCLE ONE) AM PM (Please note, equipment will not be delivered to an unattended booth) Method of Payment: MC: <input type="checkbox"/> VI: <input type="checkbox"/> AX: <input type="checkbox"/> PO: <input type="checkbox"/> CHQ: <input type="checkbox"/> (Please check ONE box, see below for payment terms and conditions)
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QTY.	AUDIO VISUAL EQUIPMENT & BOOTH OPTIONS	ADVANCED ORDER RATE/DAY	ON SITE ORDER RATE/DAY	NUMBER OF DAYS IN USE	BILLING AMOUNT (Quantity x Order Rate x Number of days)
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VIDEO PLAYBACK, AND DISPLAY EQUIPMENT					
	1/2" VHS Video Player w/Auto Repeat	\$ 50.00	\$ 65.00		
	1/2" VHS Multi Standard Video Player (NTSC, PAL, SECAM)	\$ 200.00	\$ 250.00		
	Betacam Player (SP Format)	\$ 300.00	\$ 375.00		
	DVD Player	\$ 50.00	\$ 65.00		
	32" LCD TV/Monitor	\$ 200.00	\$ 250.00		
	42" XGA Plasma Monitor	\$ 425.00	\$ 500.00		
	50" XGA Plasma Monitor	\$ 500.00	\$ 625.00		
	Skirted Cart for any of above (34" to 48")	\$ 20.00	\$ 25.00		

COMPUTER DATA DISPLAY EQUIPMENT					
	15" SXGA Data Monitor	\$ 100.00	\$ 125.00		
	19" SXGA Data Monitor	\$ 175.00	\$ 220.00		
	42" XGA Plasma Monitor	\$ 425.00	\$ 500.00		
	50" XGA Plasma Monitor	\$ 500.00	\$ 625.00		
	1.6Ghz Desktop Computer with monitor	\$ 225.00	\$ 280.00		
	2Ghz Laptop Computer	\$ 225.00	\$ 280.00		

BOOTH REQUIREMENTS					
	12A Power Circuit (if multiple circuits are required, multiply daily rate accordingly)	\$ 60.00	\$ 75.00		
	DID Telephone line with handset (long distance charged separately)	\$ 150.00	\$ 200.00		
	Standard Wired High Speed Internet - First PC	\$ 250.00	\$ 325.00		
	Additional Wired High Speed Internet Hub - 5 users max	\$ 175.00	\$ 250.00		
	Standard Wireless High Speed Internet - First PC	\$ 325.00	\$ 400.00		
	Additional Wireless High Speed Internet Connection	\$ 25.00	\$ 50.00		
	512kbps Reserved Managed VLAN Internet Connection*	\$ 650.00	\$ 800.00		

*Additional priority bandwidth options upto 5Mbps are available upon request

If Paying By Credit Card Please Print Card Number: _____ Expiry Date: _____ Please Print Cardholder Name: _____ Cardholder Signature: _____ Date: of Request: _____ (By your signature the cardholder agrees to pay all charges related to this rental)	Equipment Sub Total: LABOUR, DEL. & P.U. \$ 60.00 Invoice Sub Total: Service Charge @ 19% GST @ 5%: TOTAL:
If Paying with PO Number, an account must be established 30 Days prior to Tradeshow Date	
If Paying by Cheque, Make Payable to PSAV, Cheque MUST Accompany Order, Mail to 700 Centre St. S, Calgary , AB T2G 5P6	

TERMS AND CONDITIONS: THE RENTOR AGREES TO BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE ABOVE EQUIPMENT AS WELL AS ALL CHARGES UNTIL ANY DAMAGED EQUIPMENT IS REPAIRED/REPLACED INTO RENTAL SERVICE. THE RENTOR SHALL INDEMNIFY AND SAVE HARMLESS PRESENTATION SERVICES (RENTEE) AND/OR ITS AGENTS AGAINST ALL LOSS OR LIABILITY ARISING OUT OF USE OF SAME. PRESENTATION SERVICES MUST BE NOTIFIED IMMEDIATELY OF ANY EQUIPMENT PROBLEMS OR ORIGINAL CHARGES WILL APPLY. POWER CHARGES COVER THE COST OF ELECTRICITY ONLY, ANY SPECIAL WIRING OR REQUIRED EXTENSION CABLES WILL BE CHARGED APPROPRIATELY. PHONE LINES INCLUDE "DIAL 9" LOCAL SERVICE AND DID INCOMING CALL SERVICE. LONG DISTANCE ACCESS REQUIRES ON-SITE CREDIT CARD, CHARGES AT HOTEL'S PREVAILING RATES.

Send completed orders via Email to HyattCalgary@PSAV.com, or Fax to (403) 537-6861. Telephone Inquiries (403) 537-6860. Please call for equipment or requirements not listed above.