



## Exhibitor Trade Show Order Form

### Ordering Instructions

- ⇒ **The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.**
- ☐ Please include applicable Sales Tax on equipment rental. **TAX EXEMPT STATUS** - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the province in which the services are to be provided.
- ⇒ To guarantee equipment availability and advanced rate, this order should reach us **14 days prior** to delivery.
- ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- ⇒ **CANCELLATIONS:**
  - A) Cancellation of equipment ordered must be received **48 hours prior** to delivery date to avoid a minimum one day charge.
  - B) If services have already been provided at the time of cancellation, **50% of original charges** will be applied.

## To Proceed To The Trade Show Order Form

### Return for Processing

Presentation Services Audio Visual  
123 Queen Street W  
Toronto, Ontario  
via e-mail @ : psav6432@ps-av.ca  
PH:416 304-1354 FX:416 304-0113



Customer Information	Delivery Information
Company Name:	On-Site Contact:
Address:	Booth #: Room:
City:	Delivery Date: Time:
Province/State:	Pickup Date: Time:
Ordered By:	PO#: Job #:
Telephone #:	
Fax #:	

ORDERS RECEIVED LESS THAN 5 DAYS PRIOR TO SHOW  
 WILL BE SUBJECT TO ON-SITE PRICING

Video Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
1/2" VHS Player with "end of tape" Repeat		\$ 65.00	\$ 71.50	\$ -	-
DVD Player W/ Repeat		\$ 125.00	\$ 137.50	\$ -	-
International 1/2" VHS: NTSC, PAL & SECAM		\$ 180.00	\$ 165.00	\$ -	-
20" Color Monitor, 1/2 VHS Combo Unit		\$ 135.00	\$ 148.50	\$ -	-
27" Color Monitor (NOT for computer use)		\$ 100.00	\$ 110.00	\$ -	-
42" / 54" Rolling Cart w/Black Skirt (circle one)		\$ 25.00	\$ 27.50	\$ -	-

Audio Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
CD Player		\$ 50.00	\$ 55.00	\$ -	-
Wired Microphone: Handheld or Lavalier (circle one)		\$ 30.00	\$ 33.00	\$ -	-
Wireless Microphone(UHF): Handheld or Lavalier (circle one)		\$ 150.00	\$ 247.50	\$ -	-
Wireless Headset Microphone (Requires UHF Mic Kit Above)		\$ 50.00	\$ 55.00	\$ -	-
4 Channel Audio Mixer		\$ 45.00	\$ 50.00	\$ -	-
Powered Speaker with stand		\$ 75.00	\$ 82.50	\$ -	-

Computer Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
26" / 27" High Scan Color Monitor (includes interface)		\$ 360.00	\$ 396.00	\$ -	-
42" Plasma Display W/scissor Lift Case		\$ 750.00	\$ 825.00	\$ -	-
50" Plasma Display W/scissor Lift Case		\$ 900.00	\$ 1,000.00	\$ -	-
Laptop Computer (P4, DVD/CD-RW, Win XP & MS office)		\$ 300.00	\$ 330.00	\$ -	-
Desktop Computer (P4, 17" Monitor, DVD/CD-RW, Win XP & MS office)		\$ 350.00	\$ 385.00	\$ -	-
Internet 4 Port Router		\$ 75.00	\$ 82.50	\$ -	-
Wireless Internet Router		\$ 90.00	\$ 99.00	\$ -	-

Rental Totals	PAYMENT IS DUE WHEN ORDER IS PLACED	Line
EQUIPMENT TOTAL		1) \$ -
SETUP/TEARDOWN (18% of line 1 or \$50 minimum)		2)
DELIVERY/PICKUP		3)
SUBTOTAL		4)
Provincial Sales TAX (8% of line 4)		5)
Goods & Services TAX (6% of line 4)		6)
TOTAL DUE		7)

Method of Payment	PLEASE CHECK ONE
Card Number: _____ Exp Date ___ / ___	
Cardholder's Name (as appears on card): _____	American Express <input type="checkbox"/>
Cardholders Signature: _____	Visa <input type="checkbox"/>
_____	Master Card <input type="checkbox"/>