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## EXHIBITOR EQUIPMENT ORDER FORM

COMPANY:		SHOW NAME:	
STREET:		LOCATION/VENUE: LE Centre Sheraton Montreal	BOOTH No:
CITY:		INSTALLATION DATE:	TIME:
PROV/STATE:	POSTAL/ZIP:	EXHIBIT START DATE:	TIME:
PHONE:	FAX:	EXHIBIT END DATE:	TIME:
ORDERED BY:		MOVE OUT DATE:	TIME:
ON SITE CONTACT:		TEL No:	

### ORDER NOW - PREMIUM RATE FOR ON-SITE BOOKINGS

Quantity	Equipment Required	Advance Show Rate 2 weeks prior to show Regular Delivery	On-Site Order Show Rate Rush Delivery	Total
AUDIO VISUAL EQUIPMENT (Daily Rates)				
	Apple TV	\$55.00	\$66.00	
	Ipad Air (WIFI)	\$85.00	\$102.00	
	16 Port Ethernet Hub	\$28.00	\$34.00	
	Blu-Ray Player	\$70.00	\$84.00	
	Wireless Presenter	\$30.00	\$36.00	
	Laptop with Microsoft Office	\$190.00	\$228.00	
	27" LCD Data Monitor	\$110.00	\$132.00	
	42" LCD Data Monitor w. 6' Floor Stand + HDMI Cable	\$325.00	\$390.00	
	55" LCD Data Monitor w. 6' Floor Stand + HDMI Cable	\$550.00	\$660.00	
	75" LCD Data Monitor w. 6' Floor Stand + HDMI Cable	\$850.00	\$1,020.00	
	Single 10" Speaker	\$75.00	\$90.00	
	Single 15" Speaker	\$95.00	\$114.00	
	Audio Patch	\$30.00	\$36.00	
	Small Audio Package (Pair of 10" speakers, mixer, audio patch & wired mic)	\$300.00	\$360.00	
	Wireless Microphone	<input type="checkbox"/> Floor Mic. <input type="checkbox"/> Lavalier	\$165.00	\$198.00
	Headset Microphone (for lav)	Requires Wireless Microphone Order	\$72.00	\$87.00
	Poster Easel	\$25.00	\$30.00	
	Flipchart	\$50.00	\$60.00	
ELECTRICAL				
	7.5 amp dedicated 120 volt outlet	\$125.00		
	15 amp dedicated 120 volt outlet	\$205.00		
	20 amp, 120 volt outlet	\$230.00		
	50' Exhibitor AC Cable	\$25.00		
	Special Requirements - Contact Stagevision 3 weeks prior to move-in date for quotation			
	Building Voltage: 120-208-600 Volts (Other voltages available upon request)			
SPECIAL REQUESTS - PLEASE SPECIFY				
LABOUR / DELIVERY& MISCELLANEOUS COSTS				
	Minimum Labour for Non Electrical Orders	\$150.00		
	Additional Labour TBD	Regular \$85/hr	Weekend/After hours \$100/hr	Holidays \$135/hr
	Delivery & Pick Up	Regular \$150	Rush Delivery \$275	
All Orders Subject to a 19% Service Charge on Equipment				

# General Terms & Conditions

All of the above services are to be provided by Stagevision Inc. and its employees or agents in a diligent, timely, and professional manner.

Stagevision Inc. guarantees performance of equipment and continuity of operation under normal circumstances. We assume no responsibility for circumstances beyond our control such as power failures or malfunctioning of systems supplied by others. In all cases, Stagevision Inc.'s liability is limited to the amount of the Stagevision Inc. contract. In no event shall Stagevision Inc. be liable for special, indirect or consequential damages.

Stagevision Inc. hereby confirms that it has secured all requisite policies of The Workplace Safety and Insurance Board and liability insurance necessary to protect and save harmless the client from any loss, damage, costs or injury which it may suffer from time to time until the completion of this agreement, due to any act or omission of Stagevision Inc., its employees or agents, in connection with the installation, operation or removal of the above mentioned equipment, at all of the locations specified in this agreement.

Any property, equipment, or materials delivered by the client to Stagevision Inc. in conjunction with the services to be provided by Stagevision Inc., shall remain at the sole risk and responsibility of the client, and Stagevision Inc. shall not bear any liability or responsibility whatsoever for any damages or losses occasioned to such property, material or equipment while same is in Stagevision Inc.'s control.

The above provisions, including the general conditions noted herein, constitutes the entire agreement between Stagevision Inc. and the client and there are no terms, warranties, representations, or conditions, express or implied, statutory or otherwise, other than as contained in this proposal.

Insurance for the full replacement value of the equipment rented is the responsibility of the client. The client is hereby advised of his responsibility to safeguard the equipment at all times and ensure the security of the meeting room when not occupied.

This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario, Canada

Terms of Payment as indicated on this Proposal

2% interest per month will be applied to all outstanding accounts over 30 days.

Applicable Taxes will be applied.

**EVENT CANCELLATION** . If Customer cancels the Event or services by Stagevision Inc. 30 days or more before the first day of the event, no cancellation charges will apply, except for any expenses incurred by Stagevision for items such as floor plans and renderings which will be payable by Customer.

Cancellations received 29 to 15 days before the first day of the Event will be subject to a cancellation charge equal to 50% of the charges contained in the quote.

Cancellations received 14 to 3 days before the first day of the Event will be subject to a cancellation charge of 75% of the charges contained in the quote.

Cancellations received less than 3 days (72 hours) before the first day of the Event or after equipment has departed from its storage facility, will be subject to a cancellation charge equal to 100% of the total charges set out in the quote.

All cancellation notices must be in writing and received by Stagevision's Account Manager before becoming effective. If any custom materials have been ordered for an event, an additional cancellation fee will be applicable and due to Stagevision regardless of the date of cancellation in an amount equal to the direct and indirect costs incurred by Stagevision. Any refunded deposits paid by credit card will be subject to a 4% fee.

Orders placed within 72 hours of the start of the event will be considered last minute and will be subject to the On Site Order show rates and applicable charges. All Orders Subject to a 19% Service Charge on Equipment

**This Proposal is valid for 30 days.**

GST is calculated at 5% and QST is calculated at 9.975 in Quebec. If you are exempt, please provide exemption number:

Please inquire with us if you require an item that is not listed on this order form.

**I Understand and Acknowledge the Terms Outlined Above**

Authorized Customer Signature:\_\_\_\_\_

Date:\_\_\_\_\_

FULL PAYMENT MUST ACCOMPANY ORDER		Equipment Total	
Please check one: <input type="checkbox"/> Cheque <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> M.C.		Service Charge (19%)	
Cardholder Name: _____ CVV: _____		Delivery/Pickup	
Credit Card No: _____ Expiry Date: _____		Labour	
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.		<b>SUBTOTAL</b>	
		<b>GST/QST 14.975%</b>	
		<b>TOTAL</b>	
Date: _____ Authorized Signature: _____		Please forward directly to Stagevision Inc. If faxing, Please ensure copies of BOTH sides are forwarded and signed as indicated.	