



3625 E. Atlanta Ave., Suite 2, Phoenix, AZ 85040 Phone: (602) 437-4424 Fax: (602) 437-4499



Show Name: 58th National Conference and Exposition
Facility Name: Sheraton New Orleans Hotel
City, State: New Orleans, LA
Dates: April 23-24, 2009

EXHIBITOR AUDIOVISUAL & COMPUTER EQUIPMENT ORDER FORM

Firm Name:			On-site Contact:		
Address:			On-site Contact Phone #:		
City:			Booth #:		
State:	Zip Code:	Delivery Date:*		Time:*	
Ordered by:			*(Exhibit booth must be built and on-site contact must be present to accept delivery of equipment.)		
Phone:	Fax:				
Email Address:			Removal Date:	Time:	

20% PREMIUM FOR ORDER RECEIVED AFTER APRIL 8TH, 2009 DEADLINE OR ON-SITE

Description	Qty.	Early Order Show Rate	After Deadline or On-Site Rate	Total
FLAT SCREEN MONITORS – Data Only - (Monitors will only be hung on VAE supplied brackets and stands.)				
17" LCD Flat Screen Monitor (Res 1280 x 1024) Ratio 4:3 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$195.00	\$234.00	
20" LCD Flat Screen Monitor (Res 1280 x 1024) Ratio 4:3 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$275.00	\$330.00	
30" LCD Flat Screen Monitor (Res 1280 x 768) Ratio 16:9 w/ built in speakers <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$800.00	\$960.00	
42" Plasma Monitor (Res 1024 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$900.00	\$1080.00	
50" Plasma Monitor (Res 1280 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$1200.00	\$1440.00	
60" Plasma Monitor (Res 1365 x 768) Ratio 16:9 <input type="checkbox"/> Wall Mount <input type="checkbox"/> Table Stand		\$2000.00	\$2400.00	
PLASMA MONITOR STANDS AND SPEAKERS (Stands and Speakers available for VAE supplied monitors only)				
Dual Post Plasma Monitor Floor Stand (for monitors 30" and higher)		\$200.00	\$240.00	
Laptop Shelf for Floor Stand		\$25.00	\$30.00	
Plasma Monitor Side Attached Speakers (42", 50", & 60" plasma models)		\$150.00	\$180.00	
VIDEO MONITORS / VIDEO COMBOS / PLAYERS / CART				
26" Video (TV) Monitor (cannot be used with computers)		\$150.00	\$180.00	
20" TV / VCR Combo		\$195.00	\$234.00	
54" Draped Monitor Cart		\$40.00	\$48.00	
DVD Player w/ Auto Repeat		\$125.00	\$150.00	
½" VHS Video Cassette Player w/ Auto Repeat		\$125.00	\$150.00	
AUDIO EQUIPMENT				
Wireless UHF Hand Held / Lavalier (Requires Speaker)		\$225.00	\$270.00	
Powered Speaker		\$125.00	\$150.00	
4 Channel Audio Mixer (Required for two or more microphones)		\$55.00	\$66.00	
PA System (Speaker, 4 CH Mixer, and Wired Floor or Lav Microphone)		\$200.00	\$240.00	

Show Name: CAI's 58 th National Conference and Exposition				
Description	Qty.	Early Order Show Rate	After Deadline or On-Site Rate	Total
PROJECTION SCREENS				
<input type="checkbox"/> 5' Tripod Screen w/ Black Skirt <input type="checkbox"/> 6' Tripod Screen w/ Black Skirt		\$40.00	\$48.00	
DESKTOP COMPUTERS (Includes 17" Flat LCD Monitor, NIC, Keyboard, Mouse, Windows Operating System, MS Office)				
P4 / 2.8 GHz 512mb / 40gb / DVD-CDRW		\$400.00	\$480.00	
IMAC Intel Duo Core 512mb / 40gb / DVD-CDRW		\$520.00	\$624.00	
LAPTOP COMPUTERS (Includes Modem, NIC, Windows Operating System, MS Office)				
P4 / 1.8 GHz 512mb / 40gb / DVD-CDRW		\$350.00	\$420.00	
Macbook Intel Duo Core / 512mb / DVD-CDRW		\$520.00	\$624.00	
COMPUTER ACCESSORIES / PRINTER				
Amplified Computer Speakers (set of two)		\$70.00	\$84.00	
Keyboard and Mouse		\$25.00	\$30.00	
HP LaserJet 4000 Series Printer		\$275.00	\$325.00	
Other:				
ADDITIONAL EQUIPMENT AVAILABLE CALL FOR QUOTE				
COMPLETE PAYMENT INFORMATION AND FAX ENTIRE FORM TO 602-437-4499			Equipment Subtotal:	
CHECK: Made Payable To: Visual Aids Electronics Send to: 3625 E. Atlanta Ave., Suite 2 Phoenix, AZ 85040			Sales Tax:	N/A
AMEX	Cardholders Name (print):		Labor: Delivery / Set-up/ Removal 15% of Equipment Subtotal (\$75.00 Minimum)	
VISA	Credit Card #:			
MASTERCARD	Verification Code:*	Expiration Date:	Labor Tax:	N/A
* Verification Code is the last 3 or 4 digits AFTER the credit card number in the signature area on the back of the card.			Total:	
Credit Card Billing Address:				
City:	State:	Zip Code:		
Phone Number:	Authorized Signature:			

TERMS AND CONDITIONS

Rental Agreement – Advance rates apply only to orders paid in full and received **15 days** prior to the first scheduled show day. Items ordered after deadline date, are subject to availability and applicable freight charges. Labor Charge includes Delivery/ Set Up / Pick-up. Rate is 15% of equipment subtotal before sales tax (\$75.00 minimum).

Your representative must be available at your booth on date and time specified to accept delivery of equipment. **PLEASE NOTE** that the equipment will NOT be left in your booth without an authorized person to receive. If a repeat delivery is required, an additional charge will apply.

It is understood and agreed that the Exhibitor accepts full responsibility for any loss or damage to the equipment until it is returned to VAE. Exhibitor will immediately notify VAE of any damage to the rental equipment, and Exhibitor hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in Exhibitor's care, custody and/or control.

Payment Terms – Full payment, including applicable tax, is due at the time services are ordered. Purchase orders are not considered payment. Orders placed or service provided at show site must be paid at the show site.

If paying by credit card, we will use this authorization to charge your credit card account for your advance order, and any additional charges incurred as a result of show site orders placed by your onsite representative. These charges may include labor, materials, and handling.

If you are exempt from payment of sales tax, VAE requires you to forward an exemption certificate for the STATE in which the services are to be used.

Cancellation – Written cancellation of equipment must be received one (1) week prior to delivery date to avoid a one (1) day charge. If equipment and services have already been provided at the time of cancellation, a minimum one (1) day charge will apply.