

**OFFICIAL AV & COMPUTER RENTAL ORDER FORM**

**ISPE Engineering Regulatory  
Compliance Conference - June 2-5, 2008  
Crystal Gateway Marriott  
Arlington, VA**



**FOR MORE INFORMATION PLEASE CALL – GABRIEL HAAS (800) 675-1633 or (407) 582-9221**

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

Qty	Equipment	Event Rate	Total
<b>PLASMA FLAT PANEL MONITORS</b>			
	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
<b>LCD FLAT PANEL MONITORS</b>			
	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	
<b>DESKTOP COMPUTERS – 17" CRT Monitor, NIC, Keyboard, Mouse, Windows XP, MS Office XP</b>			
	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	
<b>LAPTOPS – Windows XP, MS Office XP</b>			
	P4 1.8GHz, 512MB RAM, 40GB HD, DVD, 10/100 NIC, WiFi	\$250.00	
	Centrino 1.5GHz, 512MB RAM, 40GB HD, DVD/CDRW, 10/100 NIC, WiFi	\$295.00	
<b>PRINTERS, FAXES &amp; COPIERS</b>			
	HP 4100N LaserJet Printer	\$195.00	
	HP 4500N or 4600N Color LaserJet Printer	\$595.00	
	Plain Paper Laser Fax Machine	\$195.00	
<b>PRESENTATION EQUIPMENT</b>			
	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	
<b>AUDIO EQUIPMENT</b>			
	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	
<b>HUBS, SWITCHES, D/As &amp; CABLES</b>			
	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	
<b>RENTAL EQUIPMENT TOTAL</b>			

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



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

<p><b>SERVICE:</b> All rentals include 24x7 service &amp; support.</p> <p><b>DELIVERY/PICKUP:</b> 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><b>DELIVERY/PICK-UP CHARGES:</b> Delivery charge is equal to 10% of equipment subtotal (minimum \$75).</p> <p><b>ADDITIONAL LABOR CHARGES:</b> Add \$75 to Delivery/Pickup for Monitors over 20". 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><b>PAYMENT:</b> 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><b>DAMAGE WAIVER:</b> Covers damage to equipment while on show site. Does not cover lost or stolen equipment.</p> <p><b>CREDIT CARD:</b> 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><b>CANCELLATION:</b> 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><b>RESPONSIBILITY:</b> 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 7% - APPLIED AT LOCAL RATE OF EVENT	
	TOTAL *	

**FAX TO: 407-855-9510**  
**OR MAIL TO:**  
**SmartSource, 2430 Viscount Row, Orlando, FL 32809**

**FOR MORE INFORMATION**  
**CALL TOLL FREE: (800) 675-1633**  
**GABRIEL HAAS**

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

EXHIBITION INFORMATION		PAYMENT INFORMATION	
Company Name	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
Mailing Address		Credit Card Number	Exp. Date
City	State ZIP	Authorized Signature	
Phone #	Fax #	Print Name	
Ordered By		Email Address	
Internal Use Only:		<b>CREDIT CARD TYPE</b>	
		<input type="checkbox"/> 	<input type="checkbox"/> 

**ORDER COMMENTS / INSTRUCTIONS**