



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



Show Name: 100th Annual Conference & Expo
 Facility Name: Knoxville Convention Center
 City, State: Knoxville, TN
 Dates: June 25-28, 2009

PRESENTER AUDIOVISUAL EQUIPMENT ORDER FORM

AAFCS is providing each room with an electrical cart and screen (and overhead projector, if it was requested in the session proposal). To order additional audiovisual equipment for your session, please fill out this form. Mail it with a check to the address below, or fax it with credit card payment information to the number listed above. COD and Purchase Orders will not be accepted. Please list your session name and number. AAFCS will provide room names at a later date.

Presenter :		On-site Contact:	
Address:		List hotel for on-site contact if applicable:	
City:		Session #:	
State:	Zip Code:	Session Name:	
Ordered by:		Session Date:	Time:
Phone:	Fax:		
Email Address:			

10% DISCOUNT OFF EQUIPMENT RENTAL FOR ORDERS RECEIVED BEFORE JUNE 10TH, 2009

Description	QTY.	X	DAILY RATE	X	SHOW DAYS	TOTAL
VIDEO EQUIPMENT						
½ " VHS Videocassette Player w/ Auto Repeat			50.00			
DVD Player w/ Auto Repeat			50.00			
26" Video (TV) Monitor on 54" Draped Cart			50.00			
XGA LCD Projector w/ Stand			250.00			
4:1 VGA Switcher			35.00			
AUDIO EQUIPMENT						
Portable CD Player			45.00			
Cassette Player w/ Audio Mixer			65.00			
Wired Handheld Microphone w/ Audio Mixer <input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand			50.00			
Wired Lavalier Microphone w/ Audio Mixer			50.00			
Wireless Microphone w/ Audio Mixer <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld			150.00			
Powered Speaker w/ Stand			55.00			
PA System (Speaker, 4 CH Mixer, and Wired Floor or Lav Microphone)			130.00			
COMPUTER EQUIPMENT (Laptop Computers include Modem, NIC, Windows Operating System, MS Office)						
P4 / 1.8 GHz 512mb / 40gb / DVD-CDRW			150.00			
Macbook Intel Duo Core/ 512mb / DVD-CDRW			300.00			
20" LCD Flat Screen Monitor (Res 1280 x 1024) Ratio 4:3			100.00			
Computer Audio (connects computer to house sound if available)			45.00			
Amplified Computer Speakers (set of two)			25.00			
Keyboard & Mouse			15.00			

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Description	QTY.	X	DAILY RATE	X	SHOW DAYS	TOTAL
PROJECTION EQUIPMENT						
LCD Accessory Kit (VGA Cabling / Projector Stand / AC Power Strip)			25.00			
Tripod Screen w/ Skirt			25.00			
34MM Slide Projector w/ Stand and Wireless Remote			40.00			
MEETING ROOM ACCESSORIES						
Flipchart w/ Markers			25.00			
Laser Pointer			25.00			
Other:						
Other:						
ADDITIONAL EQUIPMENT AVAILABLE CALL FOR QUOTE						
COMPLETE CREDIT CARD PAYMENT INFORMATION AND FAX ENTIRE FORM TO 602-437-4499 OR FOLLOW INSTRUCTIONS BELOW TO SEND A CHECK					Equipment Subtotal:	
					10% Early Order Discount:	
CHECK: Made Payable To: Visual Aids Electronics Send to: 3625 E. Atlanta Ave., Suite 2 Phoenix, AZ 85040					Subtotal:	
AMEX	Cardholders Name (print):				9.25% Sales Tax:	
VISA	Credit Card #:				Labor: 10% of Equipment Subtotal (\$50.00 Minimum)	
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 – Discount 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 10% of equipment subtotal before sales tax (\$50.00 minimum).

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

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