

Show: Empire Education

Dates: 5/16-17/10

Location: \_\_\_\_\_



**OFFICIAL AUDIO VISUAL SUPPLIER DEADLINE:**  
**Two Weeks Prior to Show Opening Date**

Hershey Lodge  
 Ph 717.534.8608  
 FAX 717.534.8692

Video Equipment				Advance	Qty	Days	Total	Sound Systems				Advance	Qty	Days	Total				
Video Monitors will not handle computer signal-see Data Monitors				Daily Rate								Daily Rate							
32" LCD Flat Panel	\$450.00							Powered Speaker w/Stand	\$150.00										
40" LCD Flat Panel	\$550.00							Sound System: Spkr, Mic, Mxr	\$275.00										
DVD/VHS Player	\$80.00							Wired Microphone	\$50.00										
DVD Player	\$75.00							Wireless Microphone	\$200.00										
34"/54" Cart	\$40.00							CD Player	\$75.00										
<b>Computer Systems</b>								Computer Audio System								\$75.00			
Apple PowerMac G5 1.8Ghz 512MB/80GB/CD/RW-DVD	\$300.00							Headset Microphone Adapter	\$50.00										
IBM Thinkcentre A50 P4 2.8Ghz 512MB/40GB/Win 2000	\$300.00							<b>VIDEOWALLS / PLASMA SCREENS</b>											
Others available please call.								Many options are available. Please call for pricing.											
<b>Laptops*</b>								<b>SPECIAL REQUIREMENTS</b>											
Laptop= 1.0GB/40GB/Wireless Network Card	\$400.00							* Laptops will be stored in AV office overnight for security											
Apple Powerbook G4	\$450.00																		
<b>Internet</b>																			
Wireless Connection	\$150.00																		
Hardwire Connection	\$275.00																		
<b>Data Monitors</b>								<b>EQUIPMENT TOTAL</b>											
6' Cable Included								Add 25% for On-Site Orders											
61" Plasma	\$1,000.00							On-site Rate Effective 72 hours Prior to Show Opening											
50" Plasma	\$750.00							Labor / Handling Fee**											
40" LCD Flat Panel	\$550.00							Please add 25% of equipment total (\$75.00 labor fee minimum)											
32" LCD Flat Panel	\$450.00							Pennsylvania State Tax 6%											
17" Flat Screen LCD Monitor	\$250.00																		
20" Flat Screen LCD Monitor	\$350.00							<b>GRAND TOTAL</b>											
<b>Accessories</b>																			
Keyboard, Mouse	\$50.00																		
Wireless Mouse	\$50.00																		
HP4000 Laser Printer	\$150.00																		
Laser Pointer	\$40.00																		
Tripod Screen	\$45.00																		
<b>Video/Data Projectors</b>																			
Other Options Available																			
LCD Projector (XGA) 1024x768 2700 Lumens	\$600.00																		
LCD Projector, SXGA High-End	call for quote																		

**RENTAL RESERVATION MUST BE COMPLETE FOR ORDER TO BE PROCESSED**

# Rental Reservation

Name of Event:  Empire Education  Location of Event: \_\_\_\_\_  
Exhibitor: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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

Exhibitor must be present to sign for order at the time of delivery. Please contact the PSAV office for delivery, ext. 8608. You must notify our representative that you are at your booth and have electrical power in place. We will initiate delivery at that time. PSAV is unable to guarantee a delivery time.

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

Exhibitor is responsible for equipment until it is picked up by an PSAV representative. Pick-up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

**IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.**

**Please indicate method of payment. This section must be completed before your order can be processed.** A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account.

**Please do not ask us to bill you.**

Payment:  Amex  Visa  Mastercard  Check Enclosed

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**Card Security Code (Back of Card):** \_\_\_\_\_

**Cardholder's Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW**

*By executing this order form, Lessee agrees as follows:*

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment, which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. All items subject to 6% PA State Tax.
4. Insurance for the subject equipment is Lessee's responsibility.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise a PSAV Representative of any problems with exhibit orders at show site. Absolutely no credits will be issued after show closing.

**FAX ALL ORDERS TO PRESENTATION SERVICES, FAX # 717-534-8692**

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

Please print name: \_\_\_\_\_