



TRADESHOW ORDER FORM

**THE WESTIN
CALGARY**

CUSTOMER ORDER INFORMATION		PLEASE COMPLETE IN FULL, INCOMPLETE ORDERS WILL DELAY CONFIRMATION	
Company Name: _____	Booth Name and Number: _____		
Mailing Address: _____	On Site Contact: _____		
City/Prov or State: _____	Install Date: _____ AM PM		
Ordered By: _____ Zip: _____	Dismantle Date: _____ AM PM		
Phone Number: _____	(Please note, equipment will not be delivered to an unattended booth)		
Fax Number: _____	Method of Payment: MC: <input type="checkbox"/> VI: <input type="checkbox"/> AX: <input type="checkbox"/> PO: <input type="checkbox"/> CHQ: <input type="checkbox"/>		
E Mail Address: _____	(Please check ONE box, see below for payment terms and conditions)		

QTY.	AUDIO VISUAL EQUIPMENT & BOOTH OPTIONS	ADVANCED ORDER RATE/DAY	ON SITE ORDER RATE/DAY	NUMBER OF DAYS IN USE	BILLING AMOUNT (Quantity x Order Rate x Number of days)
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VIDEO PLAYBACK, AND DISPLAY EQUIPMENT

	15 Amp Single Phase - 120v outlet (Standard Circuit)	\$ 50.00	\$ 60.00		
	Extension Cord and Power Bar	\$ 15.00	\$ 18.00		
	Internet Connection	\$ 200.00	\$ 240.00		
	Wireless Internet Connection	\$ 75.00	\$ 90.00		
	Local Phoneline	\$ 40.00	\$ 48.00		
	Long Distance Phone Line (Long Distance Charges not included)	\$ 75.00	\$ 90.00		
	Easels	\$ 15.00	\$ 18.00		
	5' or 6' Screen with Skirt	\$ 35.00	\$ 42.00		
	Flipchart	\$ 30.00	\$ 36.00		

COMPUTER DATA DISPLAY EQUIPMENT

	19" LCD Monitor	\$ 175.00	\$ 220.00		
	32" LCD Monitor w/ Floor Stand	\$ 250.00	\$ 220.00		
	42" LCD Monitor w/ Floor Stand	\$ 550.00	\$ 700.00		
	50" Plasma Monitor w/ Floor Stand	\$ 750.00	\$ 950.00		
	2Ghz Laptop Computer	\$ 225.00	\$ 275.00		
	Computer B&W Printer	\$ 200.00	\$ 250.00		
	DVD Player	\$ 60.00	\$ 72.00		

If Paying By Credit Card Please Print Card Number: _____	Equipment Sub Total:
Expiry Date: _____ Please Print Cardholder Name: _____	LABOUR, DEL. & P.U. \$ 60.00
Cardholder Signature: _____ Date of Request: _____	Invoice Sub Total:
(By your signature the cardholder agrees to pay all charges related to this rental)	GST @ 5%:
If Paying with PO Number, an account must be established 30 Days prior to Tradeshow Date	TOTAL:
If Paying by Cheque, Make Payable to Presentation Services, Cheque MUST Accompany Order, Mail to 700 Centre St. S, Calgary , Alberta T2G 5P6	

TERMS AND CONDITIONS: THE RENTOR AGREES TO BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE ABOVE EQUIPMENT AS WELL AS ALL CHARGES UNTIL ANY DAMAGED EQUIPMENT IS REPAIRED/REPLACED INTO RENTAL SERVICE. THE RENTOR SHALL INDEMNIFY AND SAVE HARMLESS PRESENTATION SERVICES (RENTEE) AND/OR ITS AGENTS AGAINST ALL LOSS OR LIABILITY ARISING OUT OF USE OF SAME. PRESENTATION SERVICES MUST BE NOTIFIED IMMEDIATELY OF ANY EQUIPMENT PROBLEMS OR ORIGINAL CHARGES WILL APPLY. POWER CHARGES COVER THE COST OF ELECTRICITY ONLY, ANY SPECIAL WIRING OR REQUIRED EXTENSION CABLES WILL BE CHARGED APPROPRIATELY. PHONE LINES INCLUDE "DIAL 9" LOCAL SERVICE AND DID INCOMING CALL SERVICE. LONG DISTANCE ACCESS REQUIRES ON-SITE CREDIT CARD, CHARGES AT HOTEL'S PREVAILING RATES.

Send completed orders via Email to **sashby@psav.com**, **cnovak@psav.com** or Fax to **(403) 264-9242**.
Telephone Inquiries **(403) 508-5142**. Please call for equipment or requirements not listed above.