

2017 NAEYC
Annual Conference
 November 15-18 | Atlanta, Georgia

naeyc
 annual conference

Audio/ Video Equipment Rental Request Form

Presenter Price Guide

Audio/Visual Equipment

DESCRIPTION	QTY	# OF DAYS	STANDARD DAILY RATE	TOTAL
Digital Interface (Laptop Sound Connection)			\$35.00	
Wired Lavalier			\$55.00	
Wired Handheld Microphone (Floor or Table Stand)			\$55.00	
Wireless Lavalier			\$160.00	
Wireless Handheld Microphone (Floor or Table Stand)			\$160.00	
Additional Items Not Listed:				

Total Charges \$ _____

ON Site offers a wide variety of additional equipment. Please call us for more information at 404-223-4319

Items ordered after deadline date are subject to availability and applicable freight charges. Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time cancellation, a handling charge and a minimum one-day charge on equipment will be applied.



Order Deadline: November 1, 2017

(Items ordered after deadline date are subject to availability and additional charges)

Client/Presenter Information

Date(s) Requested _____ Name of Meeting _____
 Firm Name _____ Room # _____
 Firm Address _____
 City _____ State _____ Zip Code _____
 Requestors Name _____ Signature _____
 Email _____
 Phone (_____) _____ Ext _____ Fax (_____) _____
 On-Site Contact _____ On-Site Contact Cell # (_____) _____
 Email _____

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN CA, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.
 For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative.

Card Holder Name (Print) _____
 Credit Card # _____ Expiration Date _____ CCID _____ Type _____
 Address _____
 City _____ State _____ Zip Code _____
 Signature _____ Date _____

Terms and Conditions

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

By executing this order form Lessee agrees as follows:

1. Cancellation of equipment rental and services must be received by deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will be applied.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment, which is lost, damaged or stolen while in Lessee's care of possession will result in Lessee being charged for replacement cost, labor or parts for repair as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Payment tendered for the specific equipment with this reservation form is an estimate only; any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
5. It is the responsibility of the presenter exhibitor to advise an ON Site Audio Visual representative of any problems with their order at show site. **Absolutely no credits will be issued after show closing.**

I understand the above terms and conditions

Name (Print) _____
 Authorized Signature _____ Date _____



Please fax or e-mail your signed completed form to: Fax:

404.223.4325

E-mail: Dwitt@onservices.com

