



*A commitment to
smooth sailing
for your event*

Presentation Technology
The Full-Service Audio Visual Resource

6 Island View Drive • Warwick, RI 02866
401.270.9115 • 401.709.9453 Fax
info@ptav.com • www.ptav.com

Patent Information Users Group 2006 Annual Conference

	Cost	Qty	Total Cost
COMPUTER EQUIPMENT			
P4 Tower With CD/DVD	75.00	X _____ =	_____
P4 Laptop Computer With CD/DVD Drive	100.00	X _____ =	_____
Macintosh Equipment Available On Request			
 DISPLAY MONITORS			
15" LCD Computer Monitor	25.00	X _____ =	_____
17" LCD Computer Monitor	35.00	X _____ =	_____
20" LCD Computer Monitor	60.00	X _____ =	_____
 VIDEO EQUIPMENT			
20" Flat Screen Video Monitor	65.00	X _____ =	_____
27" Flat Screen Video Monitor	90.00	X _____ =	_____
25' AC Cable	5.00	X _____ =	_____
Power Strip With Surge Protector	2.50	X _____ =	_____
 VIDEO/DATA PROJECTION			
Ektagraphic Slide Projector With Wireless Remote	50.00	X _____ =	_____
XGA 2000 ANSI Lumen LCD Projector	200.00	X _____ =	_____
XGA 3000 ANSI Lumen LCD Projector	300.00	X _____ =	_____
XGA 4000 ANSI Lumen LCD Projector	400.00	X _____ =	_____
XGA 5000 ANSI Lumen LCD Projector	500.00	X _____ =	_____
6' Tripod Screen	25.00	X _____ =	_____
Equipment Subtotal:			\$ _____
Delivery/Set-up/Pick-up:			\$ _____
 Additional Labor Charges <i>(if applicable)</i> :			
_____ /hr X _____ hrs = _____			
Total Charges:			\$ _____

Please call for quote for products or services not listed on this form.

COMPANY NAME: _____

COMPANY CONTACT: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP: _____

TELEPHONE #: _____ FAX # _____

BOOTH#: _____ ONSITE CONTACT CELL PHONE#: _____

DELIVERY DAY/DATE: _____ DELIVERY TIME: _____

PICK-UP DAY/DATE: _____ PICK-UP TIME: _____

EXHIBITOR AUTHORIZATION

^ **Company Check** (Please make checks payable to: **Presentation Technology Audio Visual, LLC**)

Please complete the information requested below:

^ **American Express** ^ **Visa** ^ **MasterCard** ^ **Other Credit Card**: _____

Account #: _____ Name on Card: _____
(As it appears on the card)

Expiration Date: _____

Cardholder's Billing Address: _____

City _____ State _____ Zip: _____

For your convenience, PTAV will use this authorization to charge your credit card account for your advance orders, and additional amounts incurred as a result of show site orders placed by your representative(s). These charges may include all services provided by PTAV and/or any other

charges which PTAV may be obligated to pay on behalf of Exhibitor; including without limitation, any shipping charges.

TERMS & CONDITIONS

EQUIPMENT RENTALS:

1. All equipment rentals are based on the show rates for this specific show. Equipment charges are for show days only. Rental prices do not include labor, delivery, electrical services or the removal of equipment from your booth.
2. It is understood and agreed the EXHIBITOR is renting equipment for a specific period of time and is responsible for its return in the condition in which it was delivered.
3. It is assumed that the EXHIBITOR has a basic understanding of the operation of the equipment, and the EXHIBITOR agrees to use all rental equipment with reasonable care to prevent excess wear and tear, and/or damage to said equipment.
4. All rental equipment must be returned to PTAV in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded.
5. The EXHIBITOR agrees to immediately notify PTAV of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and/or control.
6. EXHIBITOR's responsibility for equipment begins once the equipment is delivered to EXHIBITOR, and ends when EXHIBITOR returns equipment to PTAV.
7. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PTAV in each instance.

CANCELLATIONS:

8. Written cancellation must be received 72 hours in advance of delivery date, or EXHIBITOR will be charged the full price of the rental.

PAYMENT TERMS:

9. Full payment is due at the time services are ordered. All payments must be made in U.S. dollars. Orders received without payment will incur additional charges. In any event all pre-show orders must be paid prior to show start date. All materials and equipment are on a rental basis for the duration of the show or event.
10. It is the EXHIBITOR's responsibility to advise PTAV's personnel of any problem with any order, and to check invoices for accuracy prior to the close of show. For international exhibitors, PTAV requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. These payment terms and conditions shall be governed by and constructed in accordance with the LAWS OF THE STATE OF RHODES ISLAND.
11. In the event of any dispute between the EXHIBITOR and PTAV relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to, and shall not withhold payment, or any partial payment due to PTAV for its services as an offset against the amount of any alleged loss or damage. Any claims against PTAV shall be considered a separate transaction, and shall be resolved on its own merits.
12. PTAV reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of the charges and the actual charges incurred by EXHIBITOR, or

for any charges that PTAV may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

UNPAID BALANCES:

1. Should there be any pre-approved unpaid balances after the close of the show; terms will be net, due and payable in Warwick, RI upon receipt of invoice.
2. Effective 30-days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month which is an ANNUAL PERCENTAGE RATE OF 18%, and future orders will be on a prepayment basis only.
3. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PTAV shall either be applied to reduce the principal unpaid balance or refunded to the payer.

To process your order please fax the completed form to the attention of Mr. Andy Polin (401) 709-9453.

If you have any questions please call Andy at (401) 271-9115.

Thank you for your order.