

# Official Computer and Audiovisual Supplier

ADVANCE PAYMENT IS REQUIRED. PLEASE FAX COMPLETED REQUESTS WITHIN SEVEN (7) DAYS OF YOUR EVENT TO 312-917-3464. CONTRACTS MUST BE COMPLETE TO RESERVE EQUIPMENT.



Palmer House Hilton

17 East Monroe  
Chicago, IL 60603

P (312) 917-3462 / F (312) 917-3464

Video Sources	Advance Daily Rate	Qty	Days	Total	Packages	Advance Daily Rate	Qty	Days	Total					
Laptop computer (Windows 7, Office 10)	\$ 295.00			\$ -	LCD Projector package (with stand & 6' Screen)	\$ 860.00			\$ -					
iPads	\$ 170.00			\$ -	LCD Assurance Package (Projector package without projector)	\$ 320.00			\$ -					
Bluray Player	\$ 175.00			\$ -	Endless Post It Flipchart	\$ 110.00			\$ -					
<b>Monitors</b>					<b>Misc</b>									
19" LCD Monitor	\$ 185.00			\$ -	Tripod Screen	\$ 115.00			\$ -					
32" LCD Monitor	\$ 325.00			\$ -	54" tall AV Cart	\$ 80.00			\$ -					
*40" LCD Monitor	\$ 565.00			\$ -	26"-42" AV Cart	\$ 55.00			\$ -					
*46" LCD Monitor	\$ 700.00			\$ -	Wireless Mouse w/ Laser Pointer	\$ 80.00			\$ -					
*Plasmas larger than 52"	Call			\$ -	B+W Laser jet printer	\$ 270.00			\$ -					
* Requires one hour of labor at \$95.00 for set/strike of plasma monitors *	\$ 95.00	0	0	\$ -	Paper Shredder - 16 Page Microcut	\$ 205.00			\$ -					
Other monitor sizes available upon request					Other office equipment available upon request									
<p><b>For any Electrical, Audio, and Lighting needs please contact your Palmer House Event Services Manager. These items are handled by the in-house electricians. Credit Card numbers may not be emailed. For security reasons, please return this form via fax or standard mail only. The address and fax number can be found above.</b></p>					<b>EQUIPMENT TOTALS</b>									
													\$ -	
										<b>24% Event Technology Support Charge</b>				\$ -
										<b>4% Loss Damage Waiver</b>				\$ -
										<b>9% Chicago Transaction Tax (applicable on ALL rentals and ETS Charges in the City Of Chicago)</b>				\$ -
										<b>GRAND TOTAL =</b>				\$ -

# Rental Reservation Form

Name of Event	Location of Event	
Exhibitor	Booth/Room#	
Address	Contact Name	
Phone#	Fax#	
City	State	Zip
E-mail address required		
*Delivery Date	Approximate Arrival Time	

\*Exhibitor must be present to sign for order at time of delivery. Please contact the Exhibitor Service Desk for delivery. You must notify our representative that you are at your booth and have electrical power in place. Union Electricians will deliver in the order that requests are received. Presentation Services is unable to guarantee a delivery time.

## \*Pick-up Date

\*Exhibitor is responsible for equipment until a Presentation Services representative picks it up. 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 required 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. Please include a legible copy of the front and back of the credit card.

Payment (please check one):  AMEX  Visa  M/C  Guest room  Hotel Master Account

Hotel Master Acct #  Suite/Sleeping Room #

Credit Card #  Exp. Date

Cardholder Name (please print)

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. Insurance for the subject equipment is Lessee's responsibility.
4. On location set-up and take-down by required union labor is not included in the equipment rental price.
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 Presentation Services representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

Authorized Signature:

Please Type or Print Name: