



**ORDER FORM**  
**AUDIO VISUAL EQUIPMENT - 2016**



All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice  
\*\*Please complete this form in BLOCK CAPITALS\*\* \*\*Please include Booth Plan if possible\*\*

**Event Information:**

EVENT NAME: <b>ASHG 2016</b>	EVENT #:	<b>20836</b>
EVENT LOCATION: <b>VANCOUVER CONVENTION CENTRE</b>	WEST Hall:	<b>ABC</b>
EXHIBITING COMPANY NAME:	Booth Number:	
DATE REQUIRED: <b>10/18/2016</b> TIME:	DATE FINISHED: <b>10/21/2016</b> TIME:	

**Customer Information:**

CONTACT ON SITE:	Mobile Phone #:
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QTY.	LARGE PLASMA & LCD DISPLAYS - Includes table-top base	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	32" LCD Display (16:9) VIDEO/XGA MONITOR	\$250.00	\$750.00	
	* 40" LED Display (16:9) - Includes Speakers	\$350.00	\$1,050.00	
	* 52" LED Display (16:9) - Includes Speakers	\$550.00	\$1,650.00	
	* 60" LCD Display (16:9) - Includes Speakers	\$800.00	\$2,400.00	
	* Use of Wall Mount Bracket for Freeman AV Display Monitors Above ONLY	on request	on request	
	Dual Post Floor Stand 72" for Freeman AV Display Monitors Above ONLY	\$75.00	\$225.00	
	Shelf for Dual Post Floor Stand above (for DVD or Laptop)	\$15.00	\$45.00	
	<b>Items marked with * above will require additional labour - See Terms</b>			

QTY.	VIDEO PLAYBACK - for use with displays listed above	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Blu-Ray HD Player	\$150.00	\$450.00	
	( ) DVD Player - NTSC or ( ) Multi-region DVD Player	\$65.00	\$195.00	

QTY.	COMPUTERS (Desktop / Laptop) & Printers	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Desktop PC - I7 2.8G W7 OFFICE2010 & 17" LCD monitor (16:9)	\$300.00	\$390.00	
	Laptop - I7 2.3G W7 OFFICE2010 (16:9)	\$300.00	\$390.00	
	24" LCD Display (16:9) WUXGA [No Audio Speakers]	\$90.00	\$270.00	
	HP 4250+ Laserjet Printer	\$165.00	\$330.00	
	Wireless Mouse	\$55.00	\$110.00	

QTY.	SCREENS / PROJECTORS	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Tripod Screen - ( ) 50" x 80" or ( ) 70" x 70" or ( ) 84" x 84" or ( ) 96" x 96"	\$60.00	\$180.00	
	Meeting Room LCD data/video projector (16:9) WXGA, 3700 lumens	\$350.00	\$1,050.00	
	Exhibition Booth LCD data/video projector (16:9) 1080p, 5000 lumens	\$750.00	\$2,250.00	
	Video cart with black skirting ( ) 42" or ( ) 48"	\$30.00	\$90.00	
	Please call for rates on other screens, projectors, carts or rigging brackets	on request	on request	

QTY.	AUDIO	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Booth Audio System c/w one WIRED handheld mic, one mixer, two speakers on stands	\$270.00	\$810.00	
	UHF wireless microphone ( ) handheld or ( ) headset or ( ) lavalier	\$160.00	\$480.00	
	Wired Mic [Shure SM58]	\$40.00	\$120.00	
	Slim Lectern Microphone [Shure MX412C]	\$40.00	\$120.00	
	Multi-disc CD Player	\$55.00	\$165.00	
	PCDI	\$30.00	\$90.00	
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	\$60.00	\$180.00	
	Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand	\$85.00	\$255.00	

QTY.	OTHER	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL

\*\*\* If you do not see what you are looking for please call our onsite sales representatives at 604 647 7281 or email us at [FreemanAV@vancouverconventioncentre.com](mailto:FreemanAV@vancouverconventioncentre.com) for a customized quotation \*\*\*

PAYMENT INFORMATION REQUIRED ON REVERSE SIDE...

EQUIPMENT SUBTOTAL	
^ + 5% of Equipment Subtotal required for Cabling/Consumables	
* BASIC INSTALLATION CHARGES <small>INCLUDES DELIVERY, INSTALL &amp; DISMANTLE</small>	\$170.00
ADDITIONAL LABOUR / DELIVERY CHARGES	
Goods & Services TAX (GST) 5%	
BC Provincial Sales TAX (PST) 7%	
<b>TOTAL \$CDN</b>	

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Copied from reverse side:

EVENT #:	20836
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Hall :	West ABC
Booth Number:	

<b>TOTAL \$CDN</b>
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**Payment Information:** Prepayment is required (in Canadian funds) & Credit card payments are processed on date order is placed.

<i>Have you ever previously ordered AV with us here at Vancouver Convention Centre?</i>	
COMPANY NAME:	
BILLING ADDRESS: Street	
City	Province / State Postal / Zip Code
ORDERED BY:	TELEPHONE #: ( )
EMAIL ADDRESS :	FAX #: ( )
Credit Card Number : ** PLEASE CALL US IN ORDER TO PROVIDE US WITH YOUR CREDIT CARD INFORMATION **	

I hereby authorize Freeman AV or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:
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<b>ORDER COMMENTS / INSTRUCTIONS</b>

EMAIL scanned ORDER FORM TO: <a href="mailto:FreemanAV@vancouverconventioncentre.com">FreemanAV@vancouverconventioncentre.com</a>	or FAX ORDER FORM TO: + 1 604 647 7232
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Upon receipt of this Order Form, an Freeman AV representative will generate an order and send it to you for your confirmation. Attached to this order will be our Supplementary Conditions. This document is also available on request.

^ An additional charge of 5% of the equipment subtotal must be applied to account for cabling & consumable items.  
\* Large monitors require additional labour. Installation charges will be increased to minimum of \$264.00  
Additional Labour and/or delivery charges may also increase for multiple item orders or decrease for some single items.

**RENTAL PERIOD.**  
Minimum rental period is one day. Rental period starts on the day contracted for and stops on the day when the equipment is returned to Freeman AV.  
Rental charges apply to show days only and do not include installation one day prior.  
Reservations are made on a 'first-come, first-serve' basis. Pricing is subject to change based upon local availability of equipment and personnel at the time of confirmation.

**EXTENSION OF RENTAL**  
To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

**GUARANTEES & RESPONSIBILITY LIMITATION**  
Freeman AV guarantees performance of equipment and continuity of operation under normal circumstances. We assume no responsibility for circumstances beyond our control such as power failures or malfunctioning of systems supplied by others. In all cases, Freeman AV's liability is limited to the amount of the Freeman AV contract. In no event shall Freeman AV be liable for special, indirect, or consequential damages.

**WAGES**  
Personnel wages are based on normal working hours Monday through Friday 7:00 a.m. to 6:00 p.m. Should the hours worked be outside of this period, labour will be charged at the applicable hourly rates. This may include overtime charges.

**OVERTIME**  
Overtime will be charged for all hours worked over and above 8 hours in a day at a rate of 1.5 times the hourly rate. All hours worked over and above 11 hours in a day will be charged at 2 times the hourly rate. All hours worked over and above 40 hours in a week will be charged at 1.5 times the hourly rate. All hours worked on Statutory Holidays will be charged at 2 times the hourly rate.

**FACILITY SERVICES AND CHARGES**  
Any charges levied by the meeting facility for electricity, electrical connections, connection to built-in sound systems, connection to built-in video systems, connection to built-in telecommunication networks, furniture and staging, labour, or any other charges levied relative to our activities on behalf of the customer in the facility will be the responsibility of the customer and will be quoted and invoiced directly to the customer by the facility.

**LIABILITY**  
The customer is responsible for equipment at all times when it is under contract to the customer, and is liable for the full replacement value of the equipment, notwithstanding the fact that Freeman AV personnel may be on-site with the equipment. The customer is hereby advised of their responsibility to safeguard the equipment at all times, to ensure the security of the equipment when unattended by the customer, and to ensure pickup of the equipment by Freeman AV personnel when use is completed.

**CANCELLATION**  
In the event of cancellation of this contract, the customer shall pay Freeman AV 100% of the total contract price.