



PO BOX 25025, River Heights  
Saskatoon Saskatchewan  
S7K 8B7  
Canada

www.actav.net

## Trade Show Audiovisual Order Form

**OIL SANDS  
CONFERENCE  
& TRADE SHOW**



<b>Event Name</b>		<b>Load in DATE TIME</b>	
<b>Event Date(s)</b>	Start _____ End _____	<b>Load out DATE TIME</b>	
<b>Company Name</b>		<b>Room Name</b>	
		<b>Booth#</b>	
<b>Contact Name</b>		<b>Onsite Contact</b>	
<b>Contact Phone</b>		<b>Onsite Phone</b>	
<b>Contact Email</b>		<b>Onsite E-Mail</b>	

Quantity	Description	Advanced Booking	On-site Request	# of Days	Total <small>(Qty x Rate x Days)</small>	Setup Notes
	24" LCD Monitor w/ Table Stand	\$75.00	\$150.00		\$	
	32" LCD Monitor w/ Table Stand	\$125.00	\$250.00		\$	
	40" Flat Panel Monitor w/ Upright Floor OR Table Stand	\$225.00	\$450.00		\$	
	55" LCD Monitor w/ Truss Stand	\$350.00	\$600.00		\$	
	LCD Projector Package - Includes Projector and 6' Tripod Screen	\$300.00	\$600.00		\$	
	Laptop Computer (Windows & Microsoft Office)	\$75.00	\$175.00		\$	
	Wireless Mouse and Keyboard	\$30.00	\$65.00		\$	
	DVD Player	\$50.00	N/A		\$	
	Tradeshow Booth Audio (Please Check) MP3 Player Computer Audio	\$90.00	\$175.00		\$	
	Wireless Microphone Package Handheld Headset Lavalier	\$150.00	\$275.00		\$	
	Powered Computer Speakers	\$50.00	\$75.00		\$	

**\*\* For Any Other Requests That Are Not Listed Please Contact 855-MY-ACTav (855-692-2828) or E-Mail tradeshow@actav.net \*\***

Description	Advanced Rate	On-site Rate	Estimated Hours <small>For Most Orders enter the minimum (1). We will notify you if we expect additional hours will be required</small>	Total <small>(Rate x Hours)</small>	Comments
			Advanced      On-Site		
Setup/Dismantle Day Rate (7AM-7PM)	\$55.00	\$90.00		\$	
Setup/Dismantle Evening/Early Morning Rate (7PM-7AM)	\$90.00	\$200.00		\$	
Setup/Dismantle Statutory Holiday Rate	\$90.00	\$300.00		\$	

Additional Comments or Requests:

Equipment \$ \_\_\_\_\_  
Labour \$ \_\_\_\_\_  
GST 5% \$ \_\_\_\_\_  
\_\_\_\_\_  
**Total Order \$** \_\_\_\_\_

**\* PLEASE COMPLETE THE CREDIT CARD AUTHORIZATION FORM \***

I, \_\_\_\_\_ authorize ACT audiovisual to use the noted Credit Card below for the charges listed above as well as any other incidental and authorized charges as required.

**Card Number** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_ **CW #:** \_\_\_\_\_  
**Name On Card** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\* All Credit Card Orders are subject to a 2.5% Processing Fee. Payment may also be made via e-transfer to payments@actav.net, company cheque, or cash. Orders are not considered confirmed until payment is received.**

**NOTE:** The Above Credit Card number will be used for the sole purpose as indicated above and will be in the strictest of confidence by the ACT audiovisual accounting department accounting department.

I Agree to the above: \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cancellation of services and equipment ordered must be received 72 hours prior to delivery date to avoid a 50% cancellation charge. If services have already been provided at the time of cancellation full charges will apply. Costs associated with the replacement or repairs to damaged, lost or items returned not in original presented condition will be the responsibility of the contact/company name listed above.**