

# AV & PC RENTAL FORM



**CSI - Capitol Services, Inc.**  
 108 N. Virginia Ave.  
 Falls Church, VA 22046  
 703-584-2482 Office  
 703-584-2461 Fax  
 usasef@csi-dc.com

**\*Please fax or email order form to CSI office  
 no later than April 10th, 2012.**










<b>Video / Audio</b>	QTY	RATE	TOTAL	
1/2" VHS Player w / Repeat		\$176		
DVD Player w / Repeat				
20" Television-Video ONLY (Includes Internal Speakers) Input Connector: BNC Video, S-Video		\$148		
20" VIDEO / COMBO Television-Video ONLY (Includes DVD & VHS Player - w / Internal Speakers) DVD Formats: DVD-Video (NTSC), DVD-R, DVD Ram, CD, CD-R/RW		\$284		
26" LCD TV WITH BUILT IN DVD PLAYER-Video ONLY-Internal Speakers Panel Resolution: 1366x768		\$312		
24" LCD Flat Panel Display Maximum - Analog 1920 x 1440 @ 60 Hz Maximum - Digital 1280 x 1024 @ 60 Hz Native 1920 x 1200		\$584		
32" LCD Flat Panel Display Resolution: 1280 x 768		\$656		
Powered Sound System 2 - Speakers / Stands or Wall Mounts		\$300		
Wireless UHF Mic Kit Includes Lavalier / Headset / Handheld		\$200		
<b>PC / Desktop Compatibles</b>	QTY	RATE	TOTAL	
Laptop: P IV 2.0 Ghz, 1GB, 40 GigHD, DVD/CD-R, 14" Display, WIN XP Ofc. 2003 Pro, WiFi, 10/100 Base T, Mouse & Cable Lock		\$244		
Desktop: P IV 3.0Ghz, 1GB, 80 GigHD, DVD/CD-RW, WIN XP Ofc. 2003 Pro, Norton Anti-Virus, Gigabit Ethernet, Mouse & Keybd		\$212		
Computer Speakers		\$16		
<b>Computer Display / Projection Screens</b>	QTY	RATE	TOTAL	
LCD Projector (3000 Lumens)-Best with Computer Input-VGA (HD-15), BNC RGBHV, DVI-D, BNC Video (Composite), BNC Video (Y, Pb, Pr)		\$680		
17" LCD Flat Screen Native 1280 X 1024 (Computer Only)		\$136		
20" LCD Flat Screen Native 1280 X 1024 (Computer Only)		\$216		
37" Plasma Display Panel (4:3 Ratio) Resolution: 1024 x 768 XGA Including VGA & SVGA (Video)		\$796		
Internal Speakers <b>Please Circle Stand- Table Top Wall Mount Floor Stand</b>				
42" Plasma Display Panel (16:9 Ratio) Resolution: Native XGA 1024x768 to SXGA 1280x1024=(Compressed 1280 X 768)		\$600		
Attachable Speakers <b>Please Circle Stand- Table Top Wall Mount Floor Stand</b>				
50" Plasma Display Panel (16:9 Ratio) Resolution: 640 x 480 (VGA) to 1280 X 1024=(compressed 1280 X 768)		\$960		
Attachable Speakers <b>Please Circle Stand- Table Top Wall Mount Floor Stand</b>				
60" Plasma Display Panel (16:9 Ratio) Resolution: 1365 x 768		\$1,760		
Attachable Speakers <b>Please Circle Stand- Table Top Wall Mount Floor Stand</b>				
Attachable Plasma Speakers (Recommended 100 Sq Ft Range)		\$80		
5', 6', or 7' Tripod Screen w/Skirt - <b>Please Circle Size Needed</b>		\$48		
<b>Please make sure to choose all accessories needed including speakers, and stands or mounts.</b>				



Exhibit Information	
Company Name:	Show Contact:
Booth #:	Show Contact #:
Delivery Date:	Ordered By:
Delivery Time: <input type="checkbox"/> 8A-10A <input type="checkbox"/> 10A-12P <input type="checkbox"/> 1P-3P <input type="checkbox"/> 3P-5F	E-Mail Address:
Secondary Contact #:	Secondary Email Address:
Order Instructions & Other Equipment	
Totals	
1.) EQUIPMENT TOTAL:	1.) _____
2.) DELIVERY/SETUP/PICKUP: 30% of Line 1 or \$120.00 minimum	2.) _____
3.) ORDER SUB TOTAL: Line 1 + Line 2	3.) _____
4.) STATE SALES TAX: 6% of Line 3	4.) _____
5.) TOTAL DUE: Line 3 + Line 4	5.) _____
Payment Information	
Company Name:	Billing Address: City: State: Zip:
Authorization Signature:	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 
Printed Name:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> </div> Exp. Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Security Code: _____

\*\*Credit card will be charged by CSI — Capitol Services, Inc.



Rental equipment will be provided by:  
**PROJECTION PRESENTATION TECHNOLOGY.**

RENTAL AGREEMENT	
<p>All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY 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. 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 PROJECTION PRESENTATION TECHNOLOGY in each instance.</p>	
Cancellation	
<p>Cancellation of equipment rental and services must be received by the deadline date <b>04/24/12</b> 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 apply.</p>	
<p><b>PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.</b></p>	
Payment Terms	
<p>Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date <b>04/12/12</b> will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.</p>	
<p>These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY 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 PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.</p>	
Unpaid Balances	
<p>Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. 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. If any finance charge hereunder 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 PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.</p>	
Agreement	
<p>I HAVE READ AND AGREED TO THE FOLLOWING TERMS AND CONDITIONS</p>	
<p><b>Signed:</b> _____ <b>Date:</b> _____</p>	
<p>Company Name _____</p>	<p>Booth Number _____</p>