



June 15-17, 2015

EQUIPMENT ITEM	QTY	SHOW RATE	TOTAL	EQUIPMENT ITEM	QTY	SHOW RATE	TOTAL
<b>Monitors (Computer Only)</b>				<b>Audio Systems</b>			
20" LCD		\$125.00		Eon 15 Powered Speaker & Stand		\$150.00	
22" LED		\$150.00		Mixer & (2) Speakers		\$400.00	
<b>Monitors (Computer &amp; Video)</b>				Mixer & (4) Speakers			
27" LCD		\$200.00		<b>Microphones</b>			
32" LCD		\$300.00		Wired Handheld (SM-58 or similar)		\$50.00	
37" LCD		\$400.00		Wired Lavalier		\$50.00	
<b>Plasma/LED Monitors (Computer &amp; Video)</b>				Wired Headset			
42" Plasma or LED (1080p)		\$600.00		Wireless Handheld (UHF Tunable)		\$300.00	
50" Plasma (1080p)		\$800.00		Wireless Lavalier (UHF Tunable)		\$300.00	
58" Plasma (720p, 1080i)		\$1,000.00		Wireless Headset (UHF Tunable)		\$300.00	
65" Plasma (1080p)		\$1,500.00		<b>Miscellaneous</b>			
75" LED (1080p)		\$2,000.00		CD Player		\$50.00	
Plasma/LCD Floor Stand		\$150.00		Multi-Disk CD Player		\$100.00	
Equipment Shelf for Stand		\$50.00		Audio Direct Box		\$30.00	
<b>LCD Projectors</b>				Walkie-Talkie (per unit - w/charger)			
3,000 Lumens - XGA - 1024 X 768		\$400.00		Professional Headset		\$35.00	
4,500 Lumens - XGA - 1024 X 768		\$600.00		<b>All rental pricing reflects three day show rate.            One day rates are available!            Please Call!</b>			
<b>Miscellaneous</b>							
DVD Player		\$50.00		<b>Equipment Total</b>			
Blu-Ray/HDTV DVD Player		\$100.00		<b>Add 15% if ordered after June 10, 2015</b>			
LCD Projector Ceiling Mount		\$100.00		<b>8% Chicago Rental Tax</b>			
Draped Video Stand		\$50.00		<b>Standard Set Up/Dismantle Labor</b> <b>\$150.00</b>			
<b>Laptop Computers</b>				<b>Multiple Plasmas - 42" &amp; up</b> <b>\$250.00</b>			
Lenovo Thinkpad Windows 7 (PC)		\$250.00		<b>Saturday/Sunday Set Up Surcharge</b> <b>\$150.00</b>			
Apple MacBook Pro		\$350.00		<b>TOTAL:</b> <input type="text"/>			
<b>Printers</b>							
Brother 4100e Laser Fax / Copier		\$250.00					
HP 4200n Laser Printer		\$350.00					
<b>Screens</b>							
4' Fold Up Screen		\$50.00					
6' Tripod Screen w/Skirt		\$150.00					
8' Tripod Screen w/Skirt		\$175.00					

	<p>Can't find what you are looking for on this form?            AV Chicago offers a full line of audiovisual equipment!  <b>Call us at (312) 229-4598</b></p>	
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**NeoCon®**

**AVCHICAGO**

AV Chicago, Inc.  
619 W. Taylor Street  
Chicago, IL 60607  
(312) 229-4598

PAYMENT INFORMATION		BOOTH INFORMATION	
Company Name		Booth Name (If Different Than Company Name)	
Address		Booth Contact	
City, State, Zip Code		Contact's Cell or Booth Phone	
Phone Number	Fax Number	Email Address of Booth Contact	
E-Mail Address		Booth Number	
Credit Card Number	Expiration Date	Set-up Date Request	Set-up Time Request
Name on Card	Security Code	Pick-up Date Request	Pick-up Time Request
<p>I, the undersigned, hereby authorize my credit card, as listed above, to be used as guarantee of payment for all outstanding charges for the above named order(s) and account, including any additional fees incurred. I agree to comply with all terms and conditions, as set forth in relation to this transaction.</p>		<b>SPECIAL REQUESTS:</b>	
		<p>To process order, please compute charges on first page of form and then fill out payment &amp; booth information, and review our "TERMS."</p> <p>If paying by credit card, please fax order to: <b>(312) 229-5642</b></p> <p>If paying by check, please mail to:</p> <p><b>AV Chicago, Inc. 619 W. Taylor Street Chicago, IL 60607</b></p> <p>** A confirmation will be sent to you upon receipt. **</p>	
Authorized Signature		Date	
Print Name			



AV Chicago, Inc. ("AVC") hereby proposes to provide equipment and services to the Client detailed in the "Quote" under the following terms and conditions:

**1. Client Responsibility:** The Client is defined as the individual and/or organization authorizing and/or receiving the rental equipment and/or services from AVC. The Client is responsible for any and all damages or loss of the rented equipment including accessory items. Prior to the delivery, receipt or pickup of the equipment, the Client acknowledges being given opportunity to inspect the equipment and to verify that it is in good condition, is free from defects and has all listed accessory items.

The Client's responsibility shall begin under the circumstances listed below:

- For Client Pickup Orders: Once the equipment is received by the Client or their designee.
- For AVC Deliveries: Once the equipment is delivered to the location designated by the Client.
- For Orders Being Shipped Via Mail, UPS, FedEx, Courier Service or any other common carrier: Once the equipment is placed with the shipper.

All equipment returns received by AVC are subject to inspection and testing to verify the equipment returned is in the same condition as when it was provided. The Client's responsibility shall end after the equipment is received, inspected and tested by AVC.

All equipment shall be maintained and returned by the Client clean, undamaged and in the same condition in which it was delivered with cables coiled, equipment in its proper cases and containers and AVC labels and markings unchanged. There shall be a shop labor charge for coiling or uncoiling cables, equipment cleaning and for replacing labels and markings. In instances where equipment is returned damaged, AVC shall have the sole discretion as to whether damaged equipment should be replaced or repaired. For equipment being repaired, repair facility charges, parts, tax and shipping costs will be charged to the Client at the costs incurred by AVC plus 25%. AVC labor for shop repair or services will be charged to the Client at a rate of \$60 per hour with a half hour minimum charge. Transportation time by AVC staff to deliver or retrieve damaged equipment or parts to or from local repair facilities will be charged to the Client at \$45 per trip.

All equipment lost, stolen or damaged beyond reasonable repair will be charged to the Client for full Replacement Cost, determined by the most recently published manufacturer's retail price plus 15% as reimbursement for sales/use tax paid, labeling and freight expenses. Damaged equipment for which the Client has paid replacement cost will be available for the Client to take possession. Damaged equipment not retrieved by Client within 14 calendar days of payment may be disposed of at AVC's discretion.

Rental fees up to a first week charge as listed on avchicago.com may apply for damaged equipment rendered not rentable while out for repair, awaiting parts or pending delivery of replacement equipment.

Charges for equipment loss, damage or cleaning will be due immediately upon notification to the Client and will be charged to the credit card submitted per the Credit Card Payment / Security Deposit section of this document. If a credit card has not been submitted or is unable to be processed, payment shall be due within 5 business days of notification. After 5 business days, in addition to the charges for loss, damage or cleaning, additional rental charges will accrue at the published first day rental rate as listed at avchicago.com for every calendar day until payment is received.

**2. Cancellation & Changes Policy:** All cancellations are subject to a service charge of 20% of the standard first day rental rate for the equipment reserved. Cancellations received the business day (Monday-Friday) before or on the "delivery" date stated on the Quote are subject to a service charge of the full first day rental rate for the equipment reserved. Client "Will Call" orders that are not picked up as scheduled will be charged the full first day rental rate for the equipment reserved. Orders being delivered by AVC that are undeliverable when attempted as scheduled will be charged the full first day rental rate for the equipment reserved plus the quoted delivery and labor charges. Clients should contact AVC as soon as possible anytime order changes are required.

**3. Quote Adjustments:** AVC makes every reasonable effort to provide accurate quotes based on information received from the Client, their representatives, contractors, presenters, entertainers, the venue and others involved in the project. Additional equipment and/or equipment added or required will be charged to the Client accordingly.

**4. Equipment:** AVC retains ownership of the equipment.

AVC may substitute equipment quoted with alternate equipment with similar performance specifications. If the alternate equipment has a lower rate, the Client shall be charged the lesser amount.

**5. Use of Equipment:** The Client acknowledges having the opportunity to employ AVC to provide professional staff for the delivery, set-up, operation, removal and return of the equipment. Should the Client elect to rent equipment without ordering these professional services from AVC, the Client agrees to use the equipment in a safe manner and only by persons qualified and competent in the operation of the equipment. If the rented equipment is to interface with other Client provided or non-AVC equipment, the Client accepts full responsibility for verifying connectivity and that all appropriate cabling and components to connect AVC equipment to the non-AVC equipment has been included in the order or will be provided by the Client. All projection screens are intended for indoor use only unless otherwise specified on the order. If the equipment exhibits any problems, the Client agrees to immediately notify AVC. Any problems that arise can often be resolved with instructions via the telephone. The Client agrees to immediately discontinue use and notify AVC if the equipment becomes unsafe or is in a potentially unsafe condition or situation.

Adjustments or refunds of any charges will not be considered under any circumstances for any problems not reported to AVC until the end of the rental. No adjustments or refunds will be issued for equipment rented but not used or for difficulties arising from the Client's inability to successfully operate the equipment if it is determined by AVC that the equipment was in fact in proper working order.

**6. Indemnity:** Except as set forth herein, AVC is not responsible for any indirect, incidental, special, consequential, punitive or other damages, losses or inconveniences caused by the Client's use and operation of the equipment, or the inability to use the equipment, or any services related thereto. The Client shall indemnify and hold harmless AVC, its agents, contractors and employees for any actions under contract, negligence, strict liability or other legal or equitable theories and for any property damage, personal injuries and other losses caused by the equipment, the use of the equipment, or services ordered and/or provided by AVC unless such action is attributed to AVC's negligence or willful misconduct. The Client agrees to reimburse AVC for all expenses incurred due to any claim or attempted claim, or actions resulting from this order, including but not limited to any settlement costs, attorney's fees and costs, and time incurred by AVC staff at prevailing labor rates. AVC provides no warranties or guarantees to Client of any kind, express or implied, and assumes no responsibility or liability for the performance or non-performance of the equipment or services. The Client agrees that the total liability of AVC shall not exceed a refund of any amount paid in advance to AVC by the Client.

**7. Certificates of Insurance or Other Required Documentation:** Should the Client or Venue require a Certificate of Insurance or other documentation, the request for such, along with detailed information, must be provided to AVC a minimum of 3 business days in advance of the delivery date. Additional charges may apply if AVC is prohibited from providing services at agreed upon dates and times due to a lack of a Certificate of Insurance or other required documentation. AVC will only provide Certificates of Insurance if AVC is has been contracted to provide delivery, pickup or on-site services.

**8. No Third Party Rights:** This Agreement (defined herein) is solely between AVC and the Client that is the party to this Agreement and no third-party beneficiaries are intended.

**9. Delivery & Return:** The Client will return the equipment to AVC or to the location specified on the Rental/Services Agreement.

If AVC has been contracted by the Client to provide delivery and/or pickup services, The Client or the Client's designee shall be available to receive delivery, direct AVC staff on set up location(s) and/or requirements and to allow for removal at the dates and times agreed upon. Simultaneously, the Client shall ensure Venue availability and access during these times. Additional charges will apply for extra time incurred attempting delivery, set up and/or removal due to venue availability or client directed changes. Additional equipment rental charges will apply if equipment pickup or return is delayed.

**10. Early Return/Early Termination:** Rental period will end the day the equipment is received by AVC, with the day of return being the last full day chargeable for the equipment. Equipment rates will be adjusted to the published web rate at avchicago.com for the time out, forfeiting any multi-day or long term term discount adjustments.

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**11. Late Return:** Equipment is charged for time out, not for time used. The Client shall be charged the standard first day rental rate for each and every day, or portion thereof, that any item of equipment, or any included accessory item is returned after the scheduled return date and time. For cables and accessory items that may be listed on the order at no rental charge, the first day rate used as the basis for calculating the late fee shall be the greater of \$10.00 or 10% of the most recent published manufacturer's list price for the item. If the equipment has not been returned as scheduled, AVC may immediately process charges for the equipment at the Replacement Cost defined above to either the credit card submitted to reserve the order or to the credit card presented at time of client pickup for will call orders. If the equipment is subsequently returned, these replacement charges will be credited and additional rental charges for the actual time out will apply. If the return will be late, the Client should contact AVC in advance of the scheduled return time.

**12. Additional Fees, Union or Special Labor:** Any parking expense incurred by AVC shall be reimbursed by the Client. Should the event venue ("Ship To" Location) require union labor of any kind, or require their own designated audiovisual staff, security staff, electrician or other staff member from the venue's facility to be present or to provide services for the event, all fees and expenses for such labor and/or services shall be paid by the Client in addition to the AVC labor rates quoted.

**13. Power:** The Client shall arrange and pay for all required electrical service to adequately power the equipment quoted and any other equipment being provided by the Client and the Client's other vendors. The Client shall also arrange electrical connection facilities at the venue if other than standard wall outlets are required. AVC can provide its power requirements upon request.

**14. Batteries:** For equipment requiring disposable batteries, AVC will include the initial set of batteries with the order. (i.e. wireless microphones, megaphones, remote controls, etc.).

Depending on the Client's usage, additional disposable batteries that may be required and can be purchased through AV Chicago or provided by the Client through other sources. Batteries purchased through AV Chicago are not refundable.

For equipment requiring rechargeable batteries, AVC shall provide recently charged batteries and additional spare batteries as detailed on the quote. The Client shall be responsible for the timely exchanging of used batteries with fully charged spares and also for recharging spare batteries as required for the Client's use duration.

**15. Generator Fuel:** Generator rentals will be delivered with a full tank of fuel. For extended use orders, Client shall be responsible for providing additional fuel beyond the included first tank. As the first tank of fuel is included in the rental price, it is acceptable that generators are returned empty. The cost of any unused fuel is not refundable.

**16. Rigging:** Unless specified otherwise in the Quote, should rigging to the venue structure be required, the Client will be responsible for all rigging costs as required by the venue or local ordinance including, but not limited to, point charges, lift rental, union/house riggers, rigging supervisors, plan review fees, etc.

**17. Permits or Permissions:** The Client shall obtain and pay for any permits or permissions required for or by the venue, for logistical access to the venue or by any municipality or licensing agency having jurisdiction over the venue or use of copyrighted media at the event. Any such fees paid by AVC shall be reimbursed by the Client.

**18. Taxes:** The Client shall be responsible for all taxes imposed by local, state or federal authorities. All equipment rentals picked up at AVC, delivered to addresses within the City of Chicago, or when the equipment is being used in the City of Chicago are subject to the Chicago Lease and Rental Transaction Tax. Exempt organizations appropriately registered with the State of Illinois should submit their Illinois Tax Exempt Letter to AVC prior to equipment dispatch. Companies that are sub-renting and re-renting the equipment and are appropriately registered with the City of Chicago should submit prior to dispatch their Chicago Re-Lease Certificate or other evidence that they are appropriately registered and collect and pay the City of Chicago's Rental and Lease Transaction Tax. Adjustments and refunds of tax paid or invoiced will not be adjusted after equipment dispatch.

**19. Emergency Service and Unscheduled Assistance:** For unscheduled on-site assistance or service calls where the Client has not employed AVC for professional on-site services, a four hour call out minimum will apply at the current AVC labor rates for time incurred including travel. These service call charges are waived if the on-site assistance or service call was due to a bona-fide problem with the equipment provided by AVC. Current rates for after hour callbacks for telephone support are stated on the AVC after hours emergency message center which can be reached at 312-229-4559.

**20. Credit Card Payment / Security Deposit:** When a credit card or credit card number has been presented or submitted to AVC for an order, whether by phone, fax, internet or in person, the credit card shall be used for rental reservation guarantee, cancellation fees, payment for the equipment rental, services ordered, any added services and for all applicable taxes and fees. The credit card shall also be used for payment to settle any charges for equipment damage, loss, excessive cleaning, re-labeling or late return. Presentation of the credit card or credit card number to AVC authorizes AVC to process charges to this card for all charges and fees incurred for the rental. In the event of equipment damage or loss, AVC is authorized to immediately process charges for Replacement Cost as defined above. If damaged equipment if subsequently repaired instead of replaced, an appropriate adjustment will be issued.

If the credit card presented or submitted to AVC becomes terminated or unusable. The Client agrees to immediately notify AVC and provide a replacement card which will remain valid for the duration of the Client's responsibility for the rental. In the event the security deposit or card credit limit does not cover damages or the Client's breach of this Agreement, the Client is still fully responsible for these charges and Client agrees to settle these charges in full within 5 days of notification.

If there are any discrepancies regarding any credit card charges, the Client agrees to immediately contact AVC. Before initiating a chargeback with their credit card issuer, the Client agrees to notify AVC of the details of their discrepancy in writing either by fax or by certified mail. Written notification must be received at AVC at least three business days prior to initiating the chargeback. As credit card chargebacks are very costly and time consuming, the Client agrees to reimburse AVC the sum of \$250.00 for administrative time required in responding to the chargeback should the Client fail to make the notifications detailed in this paragraph.

Additionally, the Client also agrees to reimburse \$200.00, even if the timely notification provisions have been made, for any chargeback initiated by the Client that is later overturned with the charges being reinstated to AVC. If the chargeback was related to charges for equipment loss, damage or cleaning, extended rental charges will also accrue at the published first day rental rate as listed at avchicago.com for each calendar day that funds had been withdrawn from the AVC account due to the chargeback, until the funds are reinstated.

**21. AVC Remedies:** The Client shall pay all amounts owed when due. If payment terms have been offered by AVC, final payment shall be due within 10 business days of the actual or scheduled Return Date, whichever is earlier, unless specified otherwise in the Quote Terms.

The Client shall protect the equipment from damage, misuse and loss and shall return the equipment when due during normal business hours. In the event of the Client's default of any term or condition of this Agreement, AVC may, without notice, take possession of and remove the equipment from any location, at any time. AVC, its employees, contractors and agents shall not be liable (to any extent possible) for any claim for damage or trespassing arising out of such removal. The retaking of possession shall not relieve the Client of any obligations, including the payments due. Further, AVC is entitled to recover from the Client all costs and expenses incurred in enforcing this Agreement and in repossessing the equipment, including, but not limited to reasonable attorney's fees and costs, collection services, AVC administrative time and court costs even if legal action is not taken.

All amounts due and unpaid shall accrue interest at the rate of 1.5% per month. Any discounts or adjustments quoted shall be forfeited should any amount due not be paid in full within the terms specified. All fees, reimbursements and remedies of AVC are cumulative. AVC may pursue any and all legal and equitable relief available.

**22. Agreement:** This Rental/Services Agreement Terms and Conditions, together with the with the Rental/Services Agreement, Order Confirmation Form, and Credit Card Policy, all constitute but one agreement ("Agreement") of the Parties. Any changes or deviations from the Quote or The Services Agreement Terms and Conditions shall be in writing. The provisions of the Agreement shall be severable in the event any provision is deemed invalid or unenforceable. The Agreement shall be construed according to the laws of the State of Illinois and any action shall be brought only in the courts of proper jurisdiction located in Cook County, City of Chicago, Illinois.

