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EXHIBITOR AUDIO VISUAL ORDER FORM

Please complete this form, sign it and return it to Sharp's Audio-Visual at least **three (3) weeks in advance** to ensure your equipment reservation. All orders received after this date will be subject to equipment availability. Payment can be made by American Express, MasterCard or Visa. A receipt will be mailed to you after your order is processed. **All orders must be PREPAID IN FULL prior to the show - NO PAYMENTS WILL BE TAKEN ON SITE.**

**** ORDERS CANCELLED ON SITE WILL BE SUBJECT TO A CANCELLATION FEE. ****

**** ALL EQUIPMENT IS THE RESPONSIBILITY OF THE LESSOR FOR THE DURATION OF THE SHOW. ****

COMPANY NAME:		SHOW NAME:	
ADDRESS:		VENUE: Shaw Conference Centre	
		BOOTH #:	
		MOVE IN DATE:	TIME:
CITY:		START DATE:	TIME:
PROV./ STATE:	ZIP/ POSTAL:	END DATE:	TIME:
PHONE:	FAX:	PAYMENT: <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA	
ORDERED BY:		CARDHOLDER NAME:	
ON-SITE CONTACT:		CARDHOLDER NUMBER:	EXPIRY DATE:
ON-SITE CONTACT PHONE:			

QTY.	EQUIPMENT REQUIRED	DAILY RATE	NO. OF DAYS	TOTAL	QTY.	EQUIPMENT REQUIRED	DAILY RATE	NO. OF DAYS	TOTAL
VIDEO PLAYERS					SPECIALTY ITEMS (subject to availability)				
	VHS VCR	\$30				40" LCD Monitor with Stand	\$225		
	DVD Player	\$50				32" LCD Monitor with Cart	\$175		
VIDEO MONITORS						45" LCD Monitor with Stand	\$325		
	20" TV/VCR Combination Unit	\$65				26" LCD Monitor with Cart	\$125		
	28" Television with Skirted Stand	\$75				Blu-Ray player	Call		
COMPUTERS & DISPLAYS									
	19" Multisync Computer Monitor	\$100							
	XGA Data/Video Projector - min 2000 lumens	\$275							
	XGA Data/Video Projector - min 3000 lumens	\$375							
	Computers & Peripherals Available (PC ONLY)	Call							
	Wired High Speed Internet - 1 st Day Only	\$125							
	Wired High Speed Internet-additional day(s)	\$50							
SOUND SYSTEMS					EQUIPMENT TOTAL (BOTH COLUMNS):				
	Portable CD/Cassette Player	\$35			SERVICE CHARGE (includes delivery, installation and pickup) 30.00				
	Small PA (Powered speaker & wired microphone)	\$50			Late Surcharge (If booked less than 14 days before event) 40.00				
	Large PA (2 speakers, mixer/amp & wired microphone)	\$125			SUB TOTAL				
OTHER ITEMS					GST @ 5%				
	Skirted Stands	\$15			TOTAL CHARGES				
	6 foot Tripod Screen	\$25			I have read the above information and understand the terms and conditions listed. I also agree to the use of the credit card listed above for payment for the equipment I require.				
	Other Screens (various sizes)	Call			SIGNATURE _____ DATE _____				
	Laser Pointer	\$30							

Please Fax Back To: 780-425-6385

Shaw Cable High-Speed Internet Modem – Rental Information Sheet

(IMPORTANT – PLEASE READ CAREFULLY)

The Shaw Conference Centre is pleased to offer you Shaw Cable's High Speed Internet Service for your data requirements. Sharp's Audio Visual Ltd. will supply and install a cable modem for you, as outlined in your event order. Please note the following:

- Your cable modem order includes one (1) modem and connection to Shaw Cable's High-Speed Internet service.
- This modem is connected to the cable network infrastructure within the Shaw Conference Centre and Internet access has been verified by testing the connection with our notebook computer.
- The rental fee only covers provision of the modem, set-up of the connection to the cable network, and verification of the connection via on-line browsing with our own notebook on site.
- Internet service speeds vary depending on time of day, day of week, and traffic on the network, and are monitored by Shaw Cable. Questions regarding bandwidth speeds, interruptions of service, or technical information regarding network settings, requested IP addresses, etc., should be directed to:

Shaw Cable Technical Assistance

Phone: (780) 490-3590

Email: edm.help@sjrb.ca

Shaw Cable's support site: <http://support.shaw.ca>

Suggestions and Recommendations

Prior to your arrival at the Shaw Conference Centre, please check that you have installed in your computer a fully operational Ethernet network card that has been tested on a network.

(Should you find it more convenient, we also offer a computer rental, which includes configuration of the rented computer to Shaw Cable's High Speed Internet service within the building.)

If you have an Ethernet cable (Category 5 or 5e), feel free to bring this with you. If not, we offer cable rentals for \$10 per day.

We strongly recommend testing your computer with the cable modem at the Shaw Conference Centre at least twenty-four (24) hours prior to the load-in time of your event so that any incompatibilities or abnormalities can be corrected prior to the start of your event. Our technician can be on-site when you perform this test to verify correct operation and to provide assistance, if you require it. Should you find it more convenient, we also offer a computer rental service option, which includes configuration to the Shaw Cable Internet service within the building.

If you cannot access the Internet through the supplied modem, some network settings on your computer may need to be changed. Some common settings that may need to be adjusted include:

- Static IP address
- DHCP setting
- WINS resolution

IMPORTANT: For Internet security, you should ensure that the computer you are using has the following:

- All operating system patches and updates installed
- Anti-virus software installed, up to date, and enabled
- A firewall (software or hardware)

If your computer does require configuration or adjustments on site, we offer an on-site IT support technician to assist you. Our service technicians will require:

- a) User account name with Administrator privileges
- b) Password for above account

Sharp's IT service is available for \$85 per hour with a one-hour minimum call out, during regular business hours (8 AM – 5 PM) on any weekday. For weekends and holidays, this service is available at \$ 127.50 per hour.

If you prefer, your IT professional is welcome to set up your modem for your event. Shaw Cable can also be contacted at the number listed above.

Thank you for choosing Sharp's Audio Visual and Shaw High-Speed Internet!