

# Equipment Order Form

QUANTITY	EQUIPMENT	PRICE
_____	Screens (6' - 8')	\$30.00
_____	27" monitors (54" cart included)	\$90.00
_____	VCR player/recorder	\$45.00
_____	DVD player	\$60.00
_____	42" plasma screens (includes rolling draped stand)	\$430.00
_____	Valueline LCD Projectors	\$200.00
_____	17" Computer Monitors (Flat Panel)	\$120.00
_____	20" Computer Monitors (Flat Panel)	\$200.00
_____	Laser Printers (B & W)	\$120.00
_____	Small Sound System (includes dynamic microphone, small powered speaker)	\$85.00
_____	Wireless Small Sound System (includes wireless microphone, small powered speaker)	\$200.00
_____	Laptop computers	\$150.00
_____	Carts (36" - 54" high)	\$15.00
_____	25' AC Extension Cords	\$10.00
_____	Small Lighting Kits (includes uplights and gels)	\$250.00
_____	Wireless PowerPoint Presenter Mouse	\$20.00
_____	Laser Pointer	\$20.00
_____	Flipchart Package (includes pad and markers)	\$35.00
_____	Polycom Conference Speakerphone (Phone line not included)	\$60.00

**Technicians are available at the following rates on a 4 hour minimum:**

Monday – Friday 7am – 5pm	\$45.00/hr
Monday – Friday 5pm – midnight	\$67.50/hr
Monday – Friday midnight – 7am	\$90.00/hr
Saturday and Sunday 7am – 5pm	\$67.50/hr
Saturday and Sunday 5pm – 7am	\$90.00/hr
All Holidays	\$90.00/hr

- There is a 21% Service Charge on all equipment rentals.
- All prices are for the first day of rental. Services charges and tax apply for each additional day.

Note: Use this price list as a guideline exclusively. If you do not see a specific item needed to make your exhibit a success, please call our Hyatt Regency Wichita office at 316.262.4923. All orders can be faxed to 316.262.4936 for processing.

# Credit Card Consent Form

Type of card: (Mastercard, Visa, AMEX, etc.) \_\_\_\_\_

Customer Invoiced: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

State and Zip Code: \_\_\_\_\_

Date(s) for Rental: \_\_\_\_\_

Booth #(s): \_\_\_\_\_

I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the above order and any additional amounts incurred as a result of all show site changes by my representatives.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Cancellation Policy

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 % fee applicable to equipment and tax only.

B) Cancellations received on the day of the scheduled delivery or "no-shows" are subject to pay the full amount of the order to include installation, drayage and tax.

## FOR OFFICE USE ONLY

Rental Order Number \_\_\_\_\_ Location # \_\_\_\_\_