

# 2010 EXHIBITOR AV SUPPORT RENTAL FORM

Orange County Convention Center | Orlando, Florida | May 16-19, 2010



FAX ORDERS: 610-825-4430 / PHONE ORDERS: 800-346-5071

*30 % Discount on orders made before April 23, 2010*

FMP is the Official Audio Visual Provider for the SAPHIRE NOW 2010 and the 2010 ASUG Annual Conference Exhibitor Program.

The FMP Team will deliver and set up the equipment right at your booth and will be on site and on call to assist you with your AV needs throughout the event.

For more than 15 years, FMP has helped SAP and other clients create and deliver effective communications through the use of video and multimedia. We understand the high-tech market space and we'd like the opportunity to help you.

Contact an FMP Exhibitor Support Specialist to help you evaluate your AV needs at no charge at: 610-825-4000, ext. 225 (8:30 am to 5:30 pm EST) before the show and 484-325-0360 during the show.

## ■ Exhibiting Company Information / Authorization for Rental

Exhibiting Company Name: \_\_\_\_\_

Exhibiting Company Address: \_\_\_\_\_

Office Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext: \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail: \_\_\_\_\_

On Site Contact Name: \_\_\_\_\_

Booth#: \_\_\_\_\_ On Site Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

■ Computer Display

Qty.	Equipment	Early Bird Daily Rate	After Apr. 23 Daily Rate	1 Day Item Subtotal
	17" Sony LCD Flat Monitor	\$75.00	\$97.50	
	18" NEC 1810 LCD Flat Monitor	\$100.00	\$130.00	
	20" NEC 2010 LCD Flat Monitor	\$125.00	\$162.50	
	42" Plasma Monitor (Includes wall mount, stand ordered separately below)	\$400.00	\$520.00	
	50" Plasma Monitor (Includes wall mount, stand ordered separately below)	\$500.00	\$650.00	
	61" Plasma Monitor (Includes wall mount, stand ordered separately below)	\$1,100.00	\$1430.00	
	Plasma Stand	\$100.00	\$130.00	
	LCD Projector (2000 Lumens)	\$250.00	\$325.00	
	LCD Projector (4000 Lumens)	\$500.00	\$650.00	

■ Basic Audio Visual

Qty.	Equipment	Early Bird Daily Rate	After Apr. 23 Daily Rate	1 Day Item Subtotal
	34" Roll Cart w/Drape	\$20.00	\$26.00	
	42" or 54" Roll Cart w/Drape	\$25.00	\$32.50	
	6' Tripod Screen w/Dress Kit	\$30.00	\$39.00	
	8' Tripod Screen w/Dress Kit	\$45.00	\$58.50	
	Flipchart Package – includes markers & pad	\$35.00	\$45.50	

Exhibitor Name: _____
Booth #: _____ Customer Initials: _____

To order items after May 14, Contact an FMP Exhibitor Support Specialist at 484-325-0360.

## ■ Video Equipment

Qty.	Equipment	Early Bird Daily Rate	After Apr. 23 Daily Rate	1 Day Item Subtotal
	½" PAL/SECAM/NTSC	\$125.00	\$162.50	
	½" VHS Player/Recorder	\$45.00	\$58.50	
	20" Video Monitor w. VHS Player	\$110.00	\$143.00	
	20" Video Monitor/Receiver	\$60.00	\$78.00	
	27" Video Monitor/Receiver	\$90.00	\$117.00	
	35" Video Monitor/Receiver	\$170.00	\$221.00	
	Beta SP Professional Player/Recorder	\$325.00	\$422.50	
	DVD Player (Consumer Grade)	\$50.00	\$65.00	
	Sony DV Camcorder Kit	\$300.00	\$390.00	

## ■ Audio Equipment (Music Sound Systems)

Items listed below are music sound systems and are not appropriate for booth presentation audio support. Contact an FMP Exhibitor Support Specialist to order sound systems and microphones for booth presentation support.

Qty.	Equipment	Early Bird Daily Rate	After Apr. 23 Daily Rate	1 Day Item Subtotal
	Large Exhibit PA System (2 large speakers, 1 mixer/amp)	\$175.00	\$227.50	
	Large Powered Speaker w/Stand	\$75.00	\$97.50	
	Small Powered Speaker w/Stand	\$25.00	\$32.50	
	Small Exhibit PA system (2 small speakers, 1 mixer/amp)	\$100.00	\$130.00	
	CD Player	\$35.00	\$45.50	

Exhibitor Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Customer Initials: \_\_\_\_\_

To order items after May 14, Contact an FMP Exhibitor Support Specialist at 484-325-0360.

**■ Computer – PC Compatible Desktops/Laptops/Printers**

Qty.	Equipment	Early Bird Daily Rate	After Apr. 23 Daily Rate	1 Day Item Subtotal
	Compaq desktop EVO D500 P4 2GHz, 256MB, 40GB, 10/100 and MS Office Professional 2003 w/17" NEC Monitor	\$90.00	\$117.00	
	Toshiba laptop P4 2GHz, 512MB, 60GB, DVD CD-RW, 10/100, 15" TFT and MS Office Professional 2003	\$100.00	\$130.00	
	Hewlett-Packard Black & White Laser Printer	\$100.00	\$130.00	
	Hewlett-Packard Color Laser Printer	\$250.00	\$325.00	

**■ Computer – Apple Compatible Desktops**

Qty.	Equipment	Early Bird Daily Rate	After Apr. 23 Daily Rate	1 Day Item Subtotal
	Apple PowerMac G4 733 MHz, 256MB, 40GB, 24x CD, External Modem, MS Office Pro '98 w/17" Monitor	\$90.00	\$117.00	

Please call us with any questions or other needs not listed here at (610) 825-4000, ext. 225.

**■ Quoted Equipment not listed on order form**

Qty.	Equipment	Early Bird Daily Rate	After Apr. 23 Daily Rate	1 Day Item Subtotal

Exhibitor Name: _____
Booth #: _____ Customer Initials: _____

To order items after May 14, Contact an FMP Exhibitor Support Specialist at 484-325-0360.

### ■ Calculate Your Total

One Day Equipment Subtotal (excludes labor and/or delivery)	\$	
Total Event Rate -(Multiply by 3 Days)	x	3*
Subtotal	\$	
<b>Delivery, Set-Up, and Removal charge is 20% of equipment subtotal for orders \$3000 and under (\$75.00 minimum)</b> * Handling charge for orders exceeding \$3000 will be calculated based on actual time at the labor rates detailed below. Please contact FMP Media Solutions Exhibitor Services for a labor quote on orders above \$3000. \$75.00 minimum - or 20% of above subtotal, whichever is greater.	x	20%*
<b>Hourly Labor Rates:</b> \$55.00/hr Straight Time (Between 8:00 am - 5:00 pm, Mon. - Fri.) \$82.50/hr Over Time (Between 5:00 pm - 8:00 am Mon. - Fri., all day Sat./Sun.)	\$	
<b>Total Amount Due</b>	\$	

### ■ Rental Tips

\*Rental period is May 16-19, 2010. Equipment rentals are based on SHOW PERIOD (5 day use for a 3 day charge). Single day rentals are available.

- Orders received after May 7 will incur a 25% rate surcharge.
- Items ordered after May 7 are subject to availability and applicable freight charges.
- Additional labor rates may apply at: \$55.00/hr Straight Time (Between 8:00 am – 5:00 pm, Mon-Fri.) \$82.50/hr Over Time (Between 5:00 pm – 8:00 am Mon. – Fri., all day Sat./Sun.)
- Please have a representative in your booth to sign for delivery of the equipment.
- All payments must be made in advance in U.S. funds.
- Electrical Services are not included.
- For equipment not listed or assistance in completing your order, please contact your Exhibitor Services Representative at (610) 825-4000, ext. 225, and ask for SAPPHERE NOW and the ASUG Annual Conference Exhibitor AV Support.
- Cancellation of equipment rental and services must be received by deadline date of May 7, 2010 in order to avoid charges.

Contact an FMP Exhibitor Support Specialist to help you evaluate your AV needs at no charge at: 610-825-4000, ext. 225 before the show and at 484-325-0360 during the show.

Exhibitor Name: _____
Booth #: _____ Customer Initials: _____

## ■ Rental Tips

### Rental Agreement

All equipment rentals are based on Show Rates and apply to show 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 FMP Media Solutions 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 FMP Media Solutions in the same condition as it was in at the time of delivery to the EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify FMP Media Solutions 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 FMP Media Solutions in each instance.

### Cancellations

Cancellation of equipment rental and services must be received by the deadline date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided or are on site at the time of cancellation, full charge on labor and equipment will apply.

### Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payment must be in U.S. dollars. Orders received without advanced payment or after the deadline date will incur additional (after deadline) charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of FMP Media Solutions 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, FMP Media Solutions requires you to forward an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For international exhibitors, FMP Media Solutions requires 100% prepayment of advance orders, and any orders or services placed at the show site must be paid at the show. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF PENNSYLVANIA. In the event of any dispute between the EXHIBITOR and FMP Media Solutions 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 FMP Media Solutions for its services, as an offset against the amount of any alleged loss or damage. Any claims against FMP Media Solutions shall be considered a separate transaction, and shall be resolved on its own merits. FMP Media Solutions reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that FMP Media Solutions may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

### Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Conshohocken, Pennsylvania 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 law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by FMP Media Solutions shall be either applied to reduce the principal unpaid balance or refunded to the payer.

***Note: All payments are due at the time services are ordered.  
Purchase orders are not considered payment.***

Exhibitor Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Customer Initials: \_\_\_\_\_

**Method of Payment / Authorization**

Company Check

Credit Card

For your convenience, we will use this authorization to charge your credit card account for your advance orders, any and all services provided by FMP Media Solutions, or any charges which FMP Media Solutions may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

American Express

Mastercard

Visa

PLEASE PRINT CLEARLY

Account No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Security Code: \_\_\_\_\_

Personal Credit Card

Company Credit Card

Cardholder Name: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/ State/ ZIP: \_\_\_\_\_

Signature: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Customer Initials: \_\_\_\_\_