



Exhibitor Ethernet Service Order Form Hyatt Regency Crystal City



SWISSCOM HOSPITALITY SERVICES EXHIBITOR ORDERING INSTRUCTIONS *PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST*

1. **Fill out the accompanying forms completely:** include contact (ordering and onsite), payment information and signatures on all faxed or mailed service requests.
2. **Using a credit card for payment:** completely fill out the payment/credit card authorization form. Make sure signature is the same as the credit card holder's name; also attach a copy of the credit card holder's driver's license with the form. **Charges will appear as Hyatt Regency Crystal City**
3. **Using a check for payment:** Mail original check with service order form to Hyatt Regency Crystal City 105 Executive Drive, Suite 105 Dulles, VA 20166 ATTN: Swisscom Hospitality Services.
****DO NOT MAKE CHECKS OUT TO SWISSCOM HOSPITALITY SERVICES DIRECTLY****
4. **Include service drop location within your booth:** On the bottom of the order form is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. ****Charges may apply for service relocations****
5. **Additional network devices (more than one):** When ordering services you will receive one routable IP address as well, any additional devices using network resources (regardless of IP addressing scheme) will be subject to an additional device fee, charged per device. Simply order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.
**** You will not be permitted to use access points, switches or hubs without paying for the additional devices****
6. **Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.
7. **Services not covered by this form:** More network solutions such as; VLAN(s), videoconferencing, WiFi Hotspots, Webcasting and more are available upon request. Email requests for a customized solution to Tracy.Evans@swisscom.com
8. **Fax your order:**
Tracy Evans and 775-587-1815
C/O Swisscom Hospitality Services
 - a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
 - b. **A completely filled out payment form:** Check/CC info with signature and a copy of the driver's license. If you are not comfortable sending this to our private and secure fax, please call and we will accommodate you as we protect information vigorously.
 - c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).
9. We will contact you within 48 hours of fax receipt via e-mail or telephone and supply you a service invoice for your records.
10. Questions? Contact Swisscom Hospitality Services – 301-789-2152 or Tracy.Evans@swisscom.com



Exhibitor Ethernet Service Order Form

Hyatt Regency Crystal City



NO STAMPS PLEASE - FILL IN ALL FIELDS OR YOUR ORDER WILL NOT BE PROCESSED
PLEASE PRINT LEGIBLY

<u>Customer Information</u>				<u>Show Information</u>	
Company Name:		Ordering Contact Email:		Booth Number	
Ordering Contact:		Ordering Contact Phone:		Set Up Date	
On-Site Contact:		Onsite Cell Phone:		Set Up Time	
Company Address:				Strike Date	
City:		ST:		Strike Time	
Show Name:		ZIP		Show Dates	

<u>High Speed Ethernet Service (per booth)¹</u>					
<i>Exhibitor HSIA Service are billed per event</i>					
	<u>QTY</u>	<u>Discount¹</u>	<u>Standard</u>	<u>Total</u>	
<ul style="list-style-type: none"> ▪ Shared Ethernet Network Access T1 or better 10/100 Base TX, RJ-45 wired connection with 1 routable DHCP IP address 	x	\$ 995.00	\$ 1195.00		
<i>Additional Services are billed as one-time fee^{2,3}</i>					
	<u>QTY</u>	<u>Discount¹</u>	<u>Standard</u>		
<ul style="list-style-type: none"> ▪ Additional DHCP Device Connections (each) DHCP IP address: auto-assigned once connected to network 	x	\$ 100.00	\$ 125.00		
<ul style="list-style-type: none"> ▪ Additional Static Device Connections (each) Static IP address: assigned by Swisscom 	x	\$ 100.00	\$ 125.00		
			SUBTOTAL		
<ul style="list-style-type: none"> ▪ Installation/Setup Fee (per booth) 	x	\$95.00			

GRAND TOTAL: _____

1. Orders received with payment 30 days prior to first show date qualify for discount.
2. Client must pay for each device connected to the network regardless of addressing scheme used.
3. Cables and 10/100 auto-sensing switch is included with multiple device orders.
Subject to \$150 charge if switch is not returned or returned damaged after use

Booth Layout Diagram:

Provide orientation and mark service location with (X)
(FRONT, BACK, SIDES OR ADJACENT BOOTH NUMBERS)



By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form and as posted at www.swisscom.com/hospitality

Authorized Signature: _____ Date: _____



Exhibitor Ethernet Service Order Form Hyatt Regency Crystal City



Payment and Credit Card Authorization

<u>Payment Information</u>		Swisscom SO# (Completed by Swisscom HS) _____	
Company Check or Money Order→ MAKE PAYABLE TO: Hyatt Regency Crystal City MAIL TO: 105 Executive Drive, Suite 105 Dulles, VA 20166 ATTN: TRACY EVANS (ACCOUNT MANAGER)		Grand Total: _____ <i>(total from order form)</i>	
<i>** IF PAYING BY CREDIT CARD YOU ARE AUTHORIZING PROPERTYNAME TO CHARGE YOUR CREDIT CARD IN THE AMOUNT LISTED ON YOUR ORDER FORM**</i>			
*CC	Type: _____	Acct #: _____	Exp. Date _____
CC Billing Address: _____		Billing Phone #: _____	
City _____	State: _____	Zip: _____	
Name on CC _____		Authorized Signature: _____	

****ONCE COMPLETED FAX TO 775-587-1815**

(this is a private and secure direct fax to Swisscom Hospitality Services)

- a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
- b. **A completely filled out payment form:**
If paying by CC – all CC info with signature and a copy of the driver’s license.
If paying by check - include a copy of the mailed check in the fax.
- c. **Make sure both the order and payment form are signed:** this will make sure there are no delays in your service request(s).

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form and as posted at www.swisscom.com/hospitality

Authorized Signature: _____ Date: _____



Exhibitor Ethernet Service Order Form

Hyatt Regency Crystal City



General Terms & Conditions

1. Services. Swisscom's network management services (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Swisscom shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Policies Incorporated by Reference. Swisscom's Privacy Policy and Acceptable Use Policy, as such may be amended from time to time, each of which is posted on Swisscom's Web site at www.Swisscom.com/Hospitality, are hereby incorporated by this reference as if fully set forth herein, and Customer shall be bound by the terms thereof.

3. Configuration by Swisscom. In the event that Swisscom configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Swisscom be liable to Customer for any damage caused by such configuration, and Swisscom makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

4. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Swisscom responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Swisscom shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Swisscom does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

5. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Swisscom does not undertake to do so. Swisscom hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Swisscom is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Swisscom makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Swisscom to control or manage.

6. Limitation of Liability. Neither Swisscom nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Swisscom relating to its obligations under this Agreement. Swisscom's entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

7. Indemnification. Customer shall indemnify and hold harmless Swisscom, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Swisscom has no control over the content of information transmitted by Customer or its users and that Swisscom does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Swisscom, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

8. Service Interruptions, Modifications, and Instructions. Customer agrees that Swisscom may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Swisscom's equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

9. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

10. Miscellaneous.

A. **Force Majeure.** Swisscom shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Swisscom's reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.

ELECTRICAL SERVICE ORDER FORM

Booth No. _____

NAME OF EVENT _____ DATE OF EVENT _____
 FIRM NAME _____
 ATTENTION _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 AUTHORIZED BY _____ TITLE _____
 TELEPHONE NO. _____
 CREDIT CARD NO. _____
 MASTERCARD, VISA, AMERICAN EXPRESS _____ EXPIRATION DATE _____
 DATE _____

(ALL VOLTAGE IS 120V; FOR 208V I Ø DOUBLE THE PRICE)

QUANTITY	120 VOLT I Ø DESCRIPTION	COST	SUB TOTAL
	(5 AMPS) 0 - 500 WATTS	\$75	
	(10 AMPS) 501 - 1000 WATTS	\$85	
	(15 AMPS) 1001 - 1500 WATTS	\$90	
	(20 AMPS) 1501 - 2000 WATTS	\$100	
	(30 AMPS) 2001 - 3000 WATTS DELAYED CIRCUIT	\$125	
	(40 AMPS) 3001 - 4000 WATTS	\$140	
	EACH ADDITIONAL 1000 WATTS	\$25	

QUANTITY	DESCRIPTION	COST	SUBTOTAL
	150 WATT FLOOD/SPOT	\$30	
	250 WATT FLOOD/SPOT	\$40	
	300 WATT FLOOD/SPOT	\$50	
	500 WATT FLOOD/SPOT	\$70	
	1000 WATT FLOOD/SPOT	\$100	
	1500 WATT FLOOD/SPOT	\$120	

QUANTITY	PANEL SIZE	COST	SUBTOTAL
	50 AMP 3Ø 208 VOLT	\$400	
	100 AMP 3Ø 208 VOLT	\$700	
	150 AMP 3Ø 208 VOLT	\$1000	
	200 AMP 3Ø 208 VOLT	\$1500	
	250 AMP 3Ø 208 VOLT	\$1750	
	300 AMP 3Ø 208 VOLT	\$2250	
	350 AMP 3Ø 208 VOLT	\$2500	
	400 AMP 3Ø 208 VOLT	\$3000	

CONVERTERS AND EUROPEAN RECEPTACLES ARE NOT PROVIDED BY HOTEL

QUANTITY	DESCRIPTION	COST (\$50.00 per occurrence or \$50.00 per person per hr. weekdays. \$75.00 per occurrence or \$75.00 per person per hr. weekends and evenings from 4:00 pm - 7:00 am)	SUBTOTAL
	BANNERS		

LABOR SPECIAL REQUESTS - ELECTRICAL / LIGHTING, ETC. WILL BE CHARGED AT \$50 / HR.

QUANTITY	NO. OF HOURS	COST (No. of ENGINEERS X No. of HOURS X \$50)	SUBTOTAL

TOTAL

INSTALLED BY: _____ ACCEPTED BY: _____

PAYMENT MUST ACCOMPANY ORDER. ELECTRICAL ORDER MUST BE RECEIVED TEN DAYS PRIOR TO THE SHOW.
 Make Remittance To: **HYATT REGENCY CRYSTAL CITY, 2799 JEFFERSON DAVIS HWY., ARLINGTON, VA 22202, ATTN.: ENGINEERING**

SEE REVERSE PAGE FOR CONDITIONS & REGULATIONS

IMPORTANT CONDITIONS AND REGULATIONS

1. For exhibits, wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all federal and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
4. Claims will not be considered unless filed by exhibitor prior to close of the exposition.
5. Prices based upon current wage rates and are subject to change without notice.
6. Under no circumstances shall anyone other than "house electrician" make electrical connections.
7. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation may be executed without "house electrician". However all service connections and overload protection to such equipment must be made by "house electricians" only.
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. All material and equipment furnished by hotel for this service order shall remain the hotel's property and shall be removed only by the hotel at the close of the show.
10. Electrical power for lights and displays will be turned on one hour prior to the show opening time and off at show closing time daily.
11. Unless otherwise directed, hotel electricians are authorized to cut floor covering to permit installation of service.
12. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of boxed equipment, which are liable to be energized, shall be grounded.
13. Rates quoted for all connections cover only the bringing of one service to the booth in the most convenient manner and does not include connecting equipment or special wiring.
14. Credit will not be given for outlets installed and not used.
15. Payment in full must be rendered prior to opening of show; No Exceptions Please!
16. It is your responsibility to confirm receipt of the electrical service contract, by Hyatt Regency-Crystal City.
17. The Hotel is not responsible for equipment malfunction.
18. When contacting the Hyatt Regency-Crystal City please record the name and extension of the individuals you talk to:



AT RONALD REAGAN WASHINGTON
NATIONAL AIRPORT

TELEPHONE REQUEST ORDER FORM

2799 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202 PHONE: (703) 418.1234 FAX: (703) 418.1289

Convention Services/Catering Manager: _____ Date Ordered: _____

Show or Group Name: _____ Company Name: _____

Contact Person: _____ Phone Number: _____

Installation Date & Time: _____ Removal Date & Time: _____

Location: Other (see next) Secondary Location: _____

SERVICE REQUESTED:

- IN HOUSE ONLY (ANALOG LINE):
\$100 Installation Fee + \$75 per day line usage

QUANTITY	# OF DAYS	COST

- DIRECT INWARD DIAL – DID (ANALOG LINE):
\$125 Installation Fee + \$100 per day line usage + calls

QUANTITY	# OF DAYS	COST

FOR USE AS: MODEM FAX TELEPHONE

- POLYCOM SPEAKER PHONE (3 WAY SPEAKER):
\$150 per day (phone line not included)

QUANTITY	# OF DAYS	COST

TOTAL CHARGES: \$_____ SUBTOTAL
 \$_____ 25% LATE FEE (Less than 24hr notice)
 \$_____ 5% SALES TAX
 \$_____ TOTAL

Credit Card or Master Account Number: _____ Expiration Date: _____

Cardholder's Name: _____ Signature: _____

Please note that a charge of \$100 will be billed to the account if it is decided that the telephone request is not needed after it has been installed.

FOR OFFICE USE ONLY


JACK #:	EXTENSION #:	CHECKED IN BY:
INSTALLED BY:	ACCOUNT #:	CHECKED OUT BY:


April 12 - 14, 2010
 Hyatt Regency Crystal City
 Arlington, Virginia



Mail / Fax Form To:
 Technology Resource Corporation
 29 Emmons Drive , Suite #E 10
 Princeton, NJ 08540
 Ph: 800-922-8646 x 128 Fax: 609-720-1701
 Attn: Stacey Fisher
 Email sfisher@trcrent.com


Show Code 20171

CALL FOR ITEMS NOT LISTED – ALL PRICING IS FOR THE ENTIRE SHOW.

QUANTITY	EQUIPMENT	SHOW RATE	SHOW RATE	EXTENDED
		BEFORE 3/29/10	AFTER 3/29/10	
LCD MONITORS 	18" LCD FLAT SCREEN MONITOR	\$215.00	\$265.00	
	20" LCD FLAT SCREEN MONITOR	\$245.00	\$295.00	
	24" LCD FLAT SCREEN MONITOR	\$395.00	\$495.00	
	30" LCD FLAT SCREEN MONITOR	\$575.00	\$695.00	
	40" LCD FLAT SCREEN MONITOR	\$795.00	\$895.00	
	WALL MOUNT BRACKETS FOR LCD MONITORS	\$25.00	\$35.00	

PLASMA MONITORS 	37" PLASMA DISPLAY*	\$995.00	\$1,100.00	
	42" PLASMA DISPLAY**	\$795.00	\$895.00	
	50" PLASMA DISPLAY**	\$1,395.00	\$1,500.00	
	61" PLASMA DISPLAY**	\$1,995.00	\$2,195.00	
	WALL BRACKETS FOR RENTED PLASMA	\$35.00	\$50.00	
	DUAL POST STAND WHEN RENTING TRC PLASMA	\$125.00	\$145.00	
	DUAL POST STAND WHEN USING YOUR OWN PLASMA (Bracket not included)	\$175.00	\$225.00	

COMPUTERS  	PENT 4/2.0, 256RAM, 60GB HD, DVD, 17" LCD Win XP	\$175.00	\$225.00	
	PENT 4/3.0, 512RAM, 60GB HD, DVD, 17" LCD Win XP	\$195.00	\$255.00	
	MICROSOFT OFFICE XP & 2003	\$35.00	\$50.00	
	MAC G4/500, 256RAM, 27GB HD, DVD, 17" MONITOR	\$295.00	\$355.00	
	Laptop: P4-2ghz, 256 RAM, 30gig HD, DVD	\$225.00	\$275.00	
	HP 4100N 16RAM, 25PPM, 1200DPI, 8 1/2x 11, NIC, (PC OR MAC)	\$195.00	\$245.00	
	HP 4200N 32RAM, 35PPM, 1200DPI, 8 1/2x 11, NIC, (PC OR MAC)	\$225.00	\$275.00	

MISC 	PLAIN PAPER FAX	\$125.00	\$150.00	
	SIDE MOUNT SPEAKERS FOR PLASMA MONITORS	\$105.00	\$135.00	
	INTERACTIVE KIOSK***	\$825.00	\$995.00	
	KEYBOARD & MOUSE	\$25.00	\$35.00	
	MONITOR CART	\$50.00	\$65.00	
	DESKTOP MULTIMEDIA SPEAKERS	\$20.00	\$25.00	

Extended Amount			
Optional Loss/Damage Waiver equal to 10.8% of equipment subtotal****			
Delivery charge equal to 12% of equipment subtotal (minimum \$95.00)			
Subtotal			Call
Union Fee may apply			
5% Sales tax			
Total rental cost			

Credit Card Authorization - Terms and Conditions (Page 2 must be returned complete with page one)

Company Name _____ Phone _____

OFFICIAL COMPUTER AND DATA DISPLAY ORDER FORM



Mail / Fax Form To:

Technology Resource Corporation
29 Emmons Drive , Suite #E 10
Princeton, NJ 08540
Ph: 800-922-8646 x 128 Fax: 609-720-1701
Attn: Stacey Fisher
Email sfisher@trerent.com

Show Code 20171

Exhibitor/Show Information

Credit Card Information: VISA M/C AMEX DISCOVER



Ordered by _____

Card holders name: _____

Email address: _____

Card # : _____ exp. _____

Company name: _____

Card holder's signature: _____

Address: _____

Card holder's address: _____

City: _____ State: _____ Zip _____

City: _____ State: _____ Zip _____

Phone _____

Phone number _____

Fax _____

Fax number _____

Show contact _____

Booth # _____

Cell Phone: _____

Delivery date/time: _____ (2 hour window required)

Pick up date & time: _____

Equipment notes:

- * Low volume speakers included
- ** No speakers included, please call for options
- *** Additional delivery charges apply - \$150.00 for first unit, \$100.00 each additional
- **** Does not apply to laptops or projectors

Terms and Conditions:

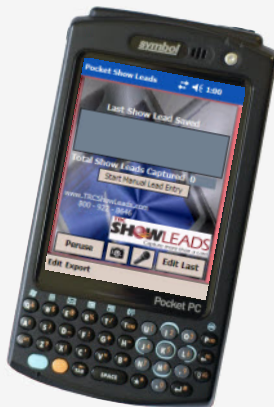
Please make sure you receive a confirmation to ensure your order was placed for the show.

Drayage charges are the exhibitor's responsibility and are not included. If equipment is not ordered 10 days prior to the event, prices are subject to availability and applicable freight charges. No credits will be issued after delivery or attempted delivery of equipment. Exhibitor must be present in booth to accept delivery or additional fees will apply. If not in your booth at scheduled time, a repeat delivery fee will automatically be charged to your order. **PAYMENT INFORMATION: Payment required prior to delivery. Payment from customers outside the USA must be made by credit card only: I hereby authorize TRC to charge my credit card account (identified above) for the rental amount (indicated above); any applicable cancellation fees, and any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified above) for the repair or replacement cost (as applicable) of the damaged and/or lost or destroyed equipment if the optional Loss/Damage waiver is not purchased.**

1 Desktop ShowLeads®

- ◆ Software runs on your existing notebook or desktop computer
- ◆ No installation is required
- ◆ User friendly interface
- ◆ Easily edit lead information
- ◆ Includes standard qualifiers
- ◆ Export leads directly to your computer or USB drive
- ◆ Allows unlimited note taking

* Customer must supply computer with available USB port



Pocket ShowLeads® 2

- ◆ Handheld wireless pocket PC unit
- ◆ Includes TRC's exclusive voice notes feature
- ◆ Easily capture large 640x480 picture images
- ◆ Can be customized with qualifiers
- ◆ Leads received electronically via e-mail following the show
- ◆ Allows unlimited note taking
- ◆ Supports random drawings
- ◆ No power required

3 Pocket ShowLeads & Print System®

- ◆ Enjoy all of the features of Pocket ShowLeads
- ◆ Includes wireless thermal printer
- ◆ Prints leads quickly
- ◆ Print individual or batched leads
- ◆ Print from multiple ShowLeads pocket PC's using one wireless printer
- ◆ No power required





Computers In Libraries

April 12 - April 14, 2010
Hyatt Regency Crystal City
Arlington, VA

Lead Retrieval Order Form



Terms and Conditions

1. Complete this form on your computer
2. Print the form
3. Sign the "Cardholder Signature" section
4. Fax this form to 609-720-1701

Contact Name/Title		Booth # (Required)	
<input type="text"/>		<input type="text"/>	
Company Name			
<input type="text"/>			
Address			
<input type="text"/>			
City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country	Phone		
<input type="text"/>	<input type="text"/>		
E-mail	Fax		
<input type="text"/>	<input type="text"/>		
Delivery Contact		Phone Number	
<input type="text"/>		<input type="text"/>	

1. To ensure your order is processed, please sign and fax this Authorized Order Form to the number listed above. Orders must be canceled at least 1 week prior to delivery to avoid a cancellation fee. The cancellation fee is 50% of the total charge for orders canceled 5-7 days prior to the show and 100% of the total charge for orders canceled within 5 days of the show. Delivery charges apply to all cancellations.

2. The total rental amount will be processed 3-15 business days prior to delivery.

3. Once exhibitor is in possession of the terminal, the exhibitor is responsible for loss or damage to the equipment.

My signature authorizes TRC to charge my credit card account (identified left) for: the total rental amount (identified below); any applicable cancellation fees; and, any other amounts due to TRC. Further, I hereby authorize TRC to charge my credit card account (identified below) for the repair or replacement cost (as applicable) of any damaged and/or lost or destroyed equipment.

How many trade shows (or events) do you exhibit at annually? A. 1-4 B. 5-9 C. 10 or more

Check (Payable in U.S. funds to: TRC Corporation) Visa MC Amex

Card Number	Expiration date
<input type="text"/>	<input type="text"/>

Cardholder Name	Cardholder Signature
<input type="text"/>	<input type="text"/>

All equipment must be picked up from the TRC service desk unless delivery option is chosen. Your order will be confirmed via e-mail or fax, please provide accurate an address below. Please make sure you receive a confirmation to ensure your order was placed for the show. Delivered units must be returned to the TRC Service Desk by exhibitor at the end of the event. Leads will be emailed to you after the show unless "To Go" option is chosen.

ShowLeads Products

All leads will be emailed within 2 business days from the end of the show (unless "To Go" option is chosen)

	Advanced Thru 03/22/10	Pre-Show Thru 03/29/10	On-Site After 03/29/10	Number of Units	Cost	Ext. Cost
1 Desktop ShowLeads.....	\$275	\$300	\$350	<input type="text" value="0"/>	\$ <input type="text"/>	\$ <input type="text"/>
PC Based Software (Requires customer provided PC or notebook with avail USB port)						
2 Pocket ShowLeads.....	\$275	\$300	\$350	<input type="text" value="0"/>	\$ <input type="text"/>	\$ <input type="text"/>
Wireless Pocket PC-Includes electronic leads						
3 Pocket ShowLeads + Portable Printer.....	\$325	\$350	\$400	<input type="text" value="0"/>	\$ <input type="text"/>	\$ <input type="text"/>
Infrared portable printer						

Additional Services

a) Additional roll of paper (For wireless thermal printer).....	\$ 15	\$ 20	\$ 25	<input type="text" value="0"/>	\$ <input type="text"/>	\$ <input type="text"/>
b) Custom Surveys (For Pocket ShowLeads only-see page 3).....	\$ 85	\$ 95	\$105	<input type="text" value="0"/>	\$ <input type="text"/>	\$ <input type="text"/>
c) ShowLeads "To Go" leads exported to USB Thumb Drive.....	\$ 50	\$ 75	\$ 95	<input type="text" value="0"/>	\$ <input type="text"/>	\$ <input type="text"/>
d) Delivery.....	\$ 75	\$ 75	\$ 75	<input type="text" value="0"/>	\$ <input type="text"/>	\$ <input type="text"/>

For assistance call toll-free:
800-922-8646 Ext. 128
Or e-mail us at: sfisher@trcrent.com



Fax orders to: 609-720-1701
Mail orders to: TRC Corporation
29 Emmons Drive - Suite E10
Princeton, NJ 08540

Subtotal	\$ <input type="text"/>
Sales tax 5%	\$ <input type="text"/>
Grand total	\$ <input type="text"/>

Custom Survey Form

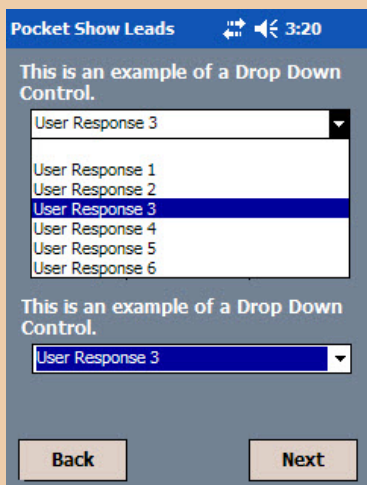
Fees Apply - See "Additional Services" on page 2

1. Complete this form on your computer (if using PDF version)
2. Print this form
3. Fax along with your completed order form to 609-720-1701

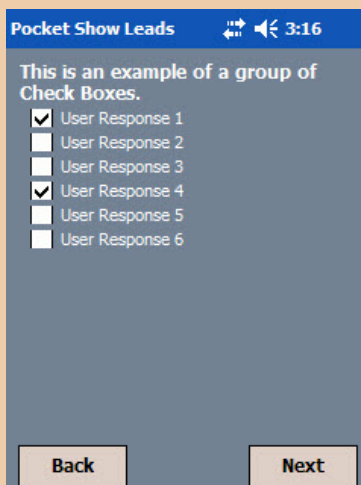
Guidelines

1. You can have up to four questions per screen (page).
2. Questions may be asked and answered using three possible formats. (see illustration below)
3. Single and multiple choice questions may have a maximum of six possible answers.

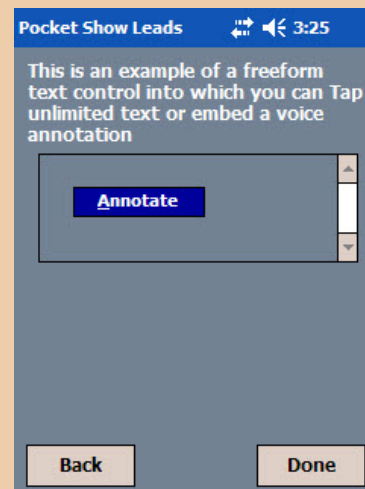
Single Choice Answers
(Drop Down Control)



Multiple Choice Answers
(Group of Check Boxes)



Freeform Answers
(Freeform Text Control)



Choose Question Type

Question 1 Single Choice (Drop Down) Multiple Choice (Check Boxes) Freeform

Type Question

100 characters maximum

- | | | |
|-----------|---|-----------------------|
| Answer 1: | <input style="width: 100%; height: 20px;" type="text"/> | 40 characters maximum |
| Answer 2: | <input style="width: 100%; height: 20px;" type="text"/> | 40 characters maximum |
| Answer 3: | <input style="width: 100%; height: 20px;" type="text"/> | 40 characters maximum |
| Answer 4: | <input style="width: 100%; height: 20px;" type="text"/> | 40 characters maximum |
| Answer 5: | <input style="width: 100%; height: 20px;" type="text"/> | 40 characters maximum |
| Answer 6: | <input style="width: 100%; height: 20px;" type="text"/> | 40 characters maximum |

Question 2 Single Choice (Drop Down) Multiple Choice (Check Boxes) Freeform

Type Question
100 characters maximum

- Answer 1: 40 characters maximum
- Answer 2: 40 characters maximum
- Answer 3: 40 characters maximum
- Answer 4: 40 characters maximum
- Answer 5: 40 characters maximum
- Answer 6: 40 characters maximum

Question 3 Single Choice (Drop Down) Multiple Choice (Check Boxes) Freeform

Type Question
100 characters maximum

- Answer 1: 40 characters maximum
- Answer 2: 40 characters maximum
- Answer 3: 40 characters maximum
- Answer 4: 40 characters maximum
- Answer 5: 40 characters maximum
- Answer 6: 40 characters maximum

Question 4 Single Choice (Drop Down) Multiple Choice (Check Boxes) Freeform

Type Question
100 characters maximum

- Answer 1: 40 characters maximum
- Answer 2: 40 characters maximum
- Answer 3: 40 characters maximum
- Answer 4: 40 characters maximum
- Answer 5: 40 characters maximum
- Answer 6: 40 characters maximum