



PRESENTER AUDIO VISUAL ORDER FORM

NAEYC Annual Conference

Washington, D.C. November 18-21, 2009

ADVANCE ORDER RATE DEADLINE: November 2, 2009

Equipment Information

The following reflects a partial listing. If you have a special request, or need additional information, please call (212) 575-2500; Fax (212) 575-2503

Equipment	Daily Cost	Quantity	Total
Overhead Projector	\$ 50.00	_____	_____
1/2" VHS Player	\$ 90.00	_____	_____
DVD Player	\$ 90.00	_____	_____
Laptop Computer	\$150.00	_____	_____
27" Color Monitor	\$115.00	_____	_____
54" Projection Cart	\$ 40.00	_____	_____
Laser Pointer	\$ 50.00	_____	_____
Flipchart Pad & Markers	\$ 50.00	_____	_____
Other: _____	_____	_____	_____
		Equipment Total	_____
		Labor, Delivery, Set-Up, and Pick Up 22%	_____
		Total	_____

Payment Method:

- Check/Money Order AMEX
 MASTERCARD VISA OTHER

NAME AS IT APPEARS ON CARD _____

SIGNATURE _____ DATE _____ CREDIT CARD NUMBER: Do not leave spaces between numbers _____ Expiration Date _____

I also authorize charging any unpaid balance to my credit card. Card expiration date must be valid throughout the event listed above.

1. Payment is due in advance.
2. For orders received after November 2, 2009, a 20% surcharge will be assessed.
3. There will be a one day charge for orders cancelled within 72 hours of delivery date.
4. RENTAL AGREEMENT: It is understood and agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any damage or loss of equipment other than caused by normal operation.

Please return form by: November 2, 2009

ORGANIZATION NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
TELEPHONE: _____ E-MAIL: _____

Speaker's Name: _____
Session Title _____ Session # _____

Washington Convention Center Renaissance Washington Grand Hyatt Washington
Meeting Room _____ Session Title _____ Session # _____

DELIVERY DATE: _____ TIME: _____
PICK-UP DATE: _____ TIME: _____
SIGNATURE: _____ Date: _____

RETURN FORM TO:
EXECUTIVE AUDIO VISUAL SERVICES, INC.
100 Park Ave., 16th Floor, New York, NY 10017
ATTENTION: MARIO JEAN
Fax #: 212-575-2503 E-mail: executiveavs@aol.com