



CROWNE PLAZA®

HOTELS & RESORTS

EXHIBITOR EQUIPMENT ORDER FORM

Event Name: _____ Event Date: _____

Organization: _____ Booth #: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ Fax #: _____

Ordered by: _____ Email: _____

QTY.	ITEM	PRICE	# OF DAYS
	Standard Power- 20 Amps	\$35.00	
	If you require above or below 20 Amps, please contact us directly		
	Extension Cords	\$7.50	
	Power Strip	\$10.00	
	Easels	\$10.00	
	Whiteboard	\$35.00	
	Flipchart w/ Pad	\$40.00	
	8' Projection Screen	\$75.00	
	6' Projection Screen	\$60.00	
	Laptop Computer	\$250.00	
	LCD Projector	\$350.00	
	High Speed Internet	\$100.00	
	Hardline Internet	\$250.00	
	17" Flat Screen Monitor	\$125.00	
	42 LCD Monitor on Skirted Cart	\$425.00	
	Powered Speaker	\$100.00	
	32" TV	\$200.00	
	32" TV-VCR Package	\$260.00	
	DVD Player	\$60.00	

After submitting your completed exhibitor form you will be sent an invoice. This invoice will have your receipt, detailing your Equipment Total, +22% Service Charge, +7% RI Tax, and your Total.

Signature: _____

801 Greenwich Avenue Warwick, RI 02886
Phone 401-732-6000 Fax: 401-732-0261

Payment Information/Credit Card Authorization

Pricing is per day except where noted.

PLEASE MAKE CHECKS PAYABLE TO: Crowne Plaza Hotel
PLEASE SEE ATTACHED FOR TERMS AND CONDITIONS

Cardholder Name: _____

Organization: _____

Type of Credit Card: VISA _____ MasterCard _____ American Express _____ Discover _____

Card#: _____ Expiration: _____

Signature of Cardholder: _____

Total will be sent in an invoice after paperwork is received by the Crowne Plaza Hotel at the Crossings.

I authorize The Crowne Plaza Hotel at the Crossings to charge my credit card the calculated amount. Initial: _____

Please attach front and back photocopy of credit card and driver's license.

Orders will not be processed without photocopied items.

All requests must be received by the Hotel Conference Services Department at least fourteen (14) business days prior to the date of the function. A \$25.00 (twenty-five dollar) fee will be charged on all late requests in addition to the normal charges.

SHIPPING AND RECEIVING POLICY

On behalf of the Crowne Plaza Hotel at the Crossings Sales and Banquet Team, we are looking forward to welcoming your group to our hotel.

We have found that, periodically, our meeting customers will ship materials to the Hotel in advance of the program date. In effort to streamline the process and avoid any confusion with refused shipments or misdirected boxes, we are providing you with the Hotel's Shipping and Receiving Policy. We have found that a firm policy protects our clients, as well as the Hotel, from any disappointments which would occur if shipped materials for an important program were not properly handled.

PLEASE NOTE THE FOLLOWING SHIPPING AND STORAGE OF MATERIALS INFORMATION:

All delivery, removal and storage of materials and boxes must be arranged through the Sales Office in advance of shipment. Storage space is limited; therefore, the Hotel reserves the right to restrict the number of boxes or cartons stored or shipped in advance. We request materials be shipped to arrive no more than two days prior to the function, and be removed prior to the conclusion of the event. All Events with shipments of 10 boxes or more will be assessed a \$4.00 per box storage fee. All shipping arrangements must be made directly by each individual through their selected shipping company. Hotel assumes no liability for damage or loss of any goods or equipment stored, received, or shipped on behalf of an organization. The Hotel recommends that each individual procure security for any equipment or valuables to be stored or left unattended.

Should you have any questions or concerns regarding shipping materials or any other aspect of your program, please call the Sales Office at (401) 732-6000.

Please attach the following shipping form to every box that is being shipped.

From: _____

Mail To: **Crowne Plaza Hotel At The Crossings**
Attn: _____
801 Greenwich Avenue
Warwick, RI 02886-1855

Group Name: _____
On-Site Contact Name: _____
Conference Services Manager: _____
Total Number of Boxes Being Shipped: _____
Dates of Event: _____

Conditions Governing Rentals

1. The renter shall, at his own cost and expense, during the term of rental, keep, and maintain, in his own custody, the equipment in good state of condition and repair. Reasonable wear and tear excepted, and shall at the termination of the rental replace such of the said equipment as may be lost, stolen, missing, broken or damaged, otherwise than by reasonable wear and tear, by others of a similar nature and of equal value or shall pay to the owner compensation on account of any of the said articles which may be lost stolen, missing, broken or damaged.
2. The renter further agrees to assume full responsibility for all of the equipment rented, and also agrees to compensate Ambient Audio Visual to the full value should said equipment be lost, stolen, missing, broken or damaged by any cause whatsoever, whether due to renter's fault or not. The renter further agrees to compensate the owner in rent for any time lost as a result of replacement or the necessity for making repairs on said equipment lost, stolen, missing, broken or damaged or otherwise than as the result of reasonable wear and tear.
3. The equipment herein shall be delivered and returned by the renter at his own risk, cost and expense. Rental of all equipment taken out must be paid for the period of time until it is returned to Ambient Audio Visual. The renter further agrees to pay the per diem rental for each day past due date. No allowances will be made for any reason.
4. If the renter shall default on any of the terms, covenants and conditions herein, or in punctually making any of the payments aforesaid, or if any execution of other writ or process shall be issued in any action or proceeding against the rental, whereby the said equipment may be seized, taken or distrained, or if a proceeding of bankruptcy, receivership or insolvency shall be instituted by or against the renter or his property, or if the renter enter into any arrangement of compensation with his creditors, or in the event that any judgment is obtained against the renter, then and in any such event, Ambient Audio Visual shall have the option to retake immediate possession of said equipment and for such purposes, Ambient Audio Visual, its agents, or employees, may enter upon any premises where said equipment may be, and may remove the same there from, with or without force and with or without notice of intention to retake the same, without being liable to any suit or action other proceeding by the renter.
5. The renter agrees to pay all reasonable attorney's fees and costs incurred by Ambient Audio Visual in protecting its rights or property under this agreement or in suing the renter for a breach of agreement. The renter hereby waives trial by jury.
6. The acceptance of the return of rented equipment is not a waiver by Ambient Audio Visual of any claims that it may have against the renter, and is not a waiver of claims for latent or patent damage to the equipment.
7. This agreement contains the entire understanding between the parties, including representations, and may not be modified except by another agreement in writing, signed by both parties to this agreement.
8. No terms, representation, or warranty, express or implied, not herein set forth in writing shall bind Ambient Audio Visual
9. The renter agrees not to pledge, mortgage or in any way encumber the property rented herein.
10. The renter, or his agent, has examined and tested the equipment herein described and has found the same to be in good workable mechanical condition.
11. By signing below, the renter accepts all terms and conditions.

Print Name: _____ Organization: _____

Signature: _____ Date: _____