### RENTAL ORDER FORM

**G.S.T. #R104089404**

**Booth #: ________________**

<table>
<thead>
<tr>
<th>BILLING ADDRESS</th>
<th>SHOW LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Company</td>
<td>Name of Show</td>
</tr>
<tr>
<td>Name of Client</td>
<td>Dates of Show</td>
</tr>
<tr>
<td>Address</td>
<td>Room</td>
</tr>
<tr>
<td>City/Province or State</td>
<td>Postal Code / ZIP Code</td>
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<tr>
<td>Telephone No.</td>
<td>Email</td>
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<td>Order Taken By</td>
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<td>Date Rec’d</td>
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<thead>
<tr>
<th>Quantity</th>
<th>Description of Rental</th>
<th>Unit Price</th>
<th>Amount</th>
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### SPECIAL INSTRUCTIONS:

Date: __________________________ Group: __________________________

I, __________________________ herby authorize the Sheraton Red Deer Hotel to charge the items listed above to my credit card.

Credit Card: Visa_______ MasterCard_______ Amex_______

Credit Card#: __________________________ Expiry Date: ____________

Signature: __________________________

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**PLEASE READ THE FOLLOWING:**

1. The renter agrees to pay rental to the Sheraton Red Deer Hotel for equipment at the rate indicated until the said goods are returned.
2. The renter agrees to use said equipment or goods in a careful and proper manner and to assume responsibility to the amount of replacement cost of the of the equipment or goods for any reason including from loss or damage by fire, theft, transportation, accident, misuse or neglect.
3. The renter agrees that he/she will not make any claim against the Sheraton Red Deer Hotel and that he/she will indemnify and hold harmless Sheraton Red Deer Hotel from liability arising from any injury, loss, or damage to persons or property occurring directly or indirectly from the use of possession of said equipment or goods.

The renter acknowledges that he/she understands the terms of this rental agreement.

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**AUTHORIZED SIGNATURE**
## TRADESHOW EQUIPMENT RENTAL LISTINGS

### PROJECTORS / COMPUTERS
- **LCD Projector - 3000 Lumens**: 195
- **Laptop with Office 365**: 125

### SCREENS
- **4’ Tripod Portable Screen**: 50
- **6’ Tripod Portable Screen**: 50
- **8’ Tripod Portable Screen**: 60

### DVD / CD
- **DVD Player**: 30
- **Single CD Player**: 25
- **5 Disc Multi-Changer**: 30

### ACCESSORIES
- **Flipchart with paper & markers**: 40
- **Flipchart (no paper)**: 30
- **Poster Easel**: 20
- **Whiteboard – Small**: 40
- **Whiteboard – Large (4’ x 6’)**: 55
- **Wireless Presentation Mouse**: 30
- **Laser Pointer**: 25

### MONITORS / TV’s
- **21” LCD Monitor**: 35
- **24” LCD Monitor**: 40
- **50” LCD TV with Stand**: 125
- **50” LCD TV with stand (DVD/BLU RAY)**: 150

### FURNITURE & ACCESSORIES
- **Love Seats**: 100 each
- **Side Chairs**: 60 each
- **Coffee Tables**: 45 each
- **End Tables (4 available)**: 30 each
- **Padded Chair**: 10
- **Deluxe Leather Office Chairs**: 35
- **Stool with Back**: 20
- **Wastebasket**: 10 each

### TABLES
- **Clothed and Skirted Table (4’, 6’ or 8’)**: 40
- **Tall Cocktail Tables**: 40

### CONNECTIONS
- **CAT 5e Network Patch (per connection)**: 75

### POWER
- **Extension Cords**: 15
- **Powers Bars**: 15
- **AC Power Drop**: 25
- **15 Amp Single Phase/120 Volt (standard Outlet)**: 40
- **20 Amp Single Phase/120 Volt Outlet**: 50
- **50 Amp Single Phase/208 Volt**: 175
- **8/15 Amp Single Phase Circuits (50 Amp Breakout Panel)**: 250
- **200 Amp Three Phase/208 Volt**: 500

### TECHNICAL STAFF
- **Onsite Technical Staff (6 am - 6pm, Mon to Fri)**: 75 per hour
- **After Hours (6 pm – 6 am, minimum 1 hour)**: 90 per hour

### SERVICES AVAILABLE
- **Sign/Banner Hanging with hooks (per sign/banner)**: 75
- **Forklift Loading/Unloading**: 50 per pallet
- **Labor/Loading/Unloading**: 75 per hour
- **Material Handling & Storage**: 10 Small
- **Medium**: 20
- **Large**: 30
EXHIBITOR SHIPPING INFORMATION

Sheraton Red Deer Hotel
Shipping & Receiving Department
Phone: 587.876.0770
Email: shipping@sheratonreddeer.com
Monday-Friday 8:00am-4:30pm

Please note that the Hotel cannot accept C.O.D. Shipments, Deliveries or Duty Charges.

RECEIVING ITEMS
To facilitate the efficient handling of all items received by the Sheraton Red Deer Hotel in conjunction with your hotel stay, please ensure all cartons and envelopes are addressed as follows:

Sheraton Red Deer Hotel / Shipping & Receiving
3310-50th Avenue
Red Deer, Alberta T4N 3X9
Attention: (Recipient's Name/Company)
Reference: (Name of Event & Start Date of Event)
Booth #: (If applicable) Room Name: (Name of Event Space)
Catering Consultant Name: (Hotel Catering Contact Name)
Customs Broker: (Name of Custom Broker if applicable)

Please contact Sheraton Red Deer Hotel Shipping & Receiving at 587.876.0770 or via email at shipping@sheratonreddeer.com to inform us of any delivery/pickup.

SHIPPING ITEMS
To facilitate the efficient handling of all items shipped out of the Hotel please ensure the following steps have been taken:

- Client notifies the Courier Company of their choice of the total number of items, time of pickup and location. Our Shipping & Receiving Office is open Monday-Friday from 8:00am-4:30pm. Holiday hours are subject to change.
- All items are clearly labeled with a Forwarding Address
- All items are clearly labeled with a Client Return Address and Account Number
- Ensure that all waybills and needed paper work are attached for a quick and easy return. If we are returning more than 1 item; we require return address labels for all items (i.e. booths or boxes) that are being returned. All items going to the USA need commercial invoices

FORKLIFT
A Forklift with Operator is available for unloading / loading pallets at the following rates:
- Regular Size Pallet: $50.00/per
- Over Size Pallet or Equipment: $100.00/per

Please contact Sheraton Red Deer Hotel Shipping & Receiving at 587.876.0770 or via email at shipping@sheratonreddeer.com prior to delivery/pickup to make Forklift arrangements.

STORAGE
Storage Space is limited; any shipments received more than 3 business days prior to your arrival or maintained more than 3 business days following will be subject to storage charges of $50.00 per week. The Hotel is not responsible for the return of items; all arrangements must be made by the client before their departure with their preferred courier. Failure to make return shipping arrangements will result in additional shipping and handling fees.