

# DATA SERVICE REQUEST

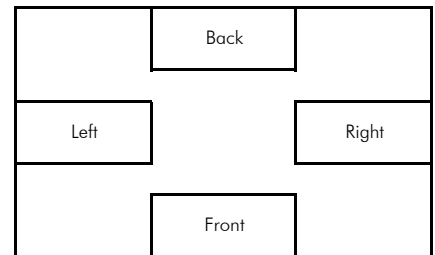
## Sharp's Audio Visual

*Please read the entire form carefully, including the Terms and Conditions; by completing this form you understand and agree to the guidelines set below.*

Event Name:	Event Date:
Contact Name:	Company Name:
Address:	City:
Province/State:	Postal/Zip Code:
Telephone Number:	Fax Number:
Email Address:	Room: <span style="float: right;">Booth #:</span>
In-Service Date:	Time:
Disconnect Date:	Time:

Please indicate the approximate location of service placement within the booth with an X and note any neighbouring booth numbers. If a location is not provided 2-days before show move in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services. Basic Internet configuration and assistance is included in the rate; for additional support Sharp's Data Technician Labour Rates will apply.

**Please note: there will be a \$100.00 setup/installation fee to change line location once on site.**



DATA SERVICES REQUIRED	QUANTITY	ADVANCED RATE <small>Order form with full payment must be received 7 days prior to show move-in</small>	STANDARD RATE <small>Order form with full payment received less than 7 days prior to show move-in</small>	TOTAL
<b>High Speed Internet</b> <i>*for more than one line within the same booth, please order a 10/100 Hub or Switch also*</i>	# of Lines	\$100.00 (first day rate)	\$150.00 (first day rate)	
	# of Additional Days	\$50.00 (per extra day)	\$50.00 (per extra day)	
<b>10/100 Hub or Switch</b> <i>(connects up to 6 additional lines within the same booth or location)</i>	# of Hubs	\$50.00 (first day rate)	\$50.00 (first day rate)	
	# of Additional Days	\$100.00 (weekly rate)	\$100.00 (weekly rate)	

<b>PAYMENT INFO:</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	<b>Subtotal:</b>
Cardholder's Name: _____    Expiry Date: _____	<b>5% GST:</b>
Credit Card Number: _____	<b>7% PST:</b>
Cardholder's Signature: _____    Date: _____	<b>AMOUNT PAYABLE:</b>

<b>PAYABLE TO:</b>	Amount payable is subject to prevailing taxes and is payable in Canadian Funds
<b>Sharp's Audio Visual Ltd.</b> at the Victoria Conference Centre 720 Douglas Street, Victoria, B.C. V8W 3M7 CANADA	Phone 250.361.1095 Fax 250.361.1065 email vccbusinesscentre@sharpsav.com GST Registration #10482 1525 RT



I hereby authorize Sharp's Audio Visual or its agents to install the service(s) described above and agree to assume complete responsibility for all charges including lost or stolen equipment and additional labour charges which may exceed the amount payable made herewith.

**Sharp's Data Technician Labour Rates:**

Monday through Friday 0800 hours to 1700 hours - \$70.00 per hour (minimum 2 hour call-out)  
 Weekends & Evenings (M-F 1700 hours to 0800) - \$90.00 per hour (minimum 2 hour call-out)

INTERNAL USE ONLY	01/08		
VCC Event Manager _____	CC Auth Number _____		<input type="checkbox"/> Sharp's AV <input type="checkbox"/> Client Services <input type="checkbox"/> Building Services
VCC Event Number _____	Sharp's Tech _____		

# DATA SERVICE REQUEST

## Sharp's Audio Visual

### TERMS AND CONDITIONS

1. Cabling and equipment are property of Sharp's Audio Visual.
2. Trade show requests for more than seven (7) Internet connections must be received a minimum of **fourteen (14) days** in advance of the scheduled in-service date.
3. Special services for conferences and/or trade shows, which require coordination with an outside provider must be received a minimum of **thirty (30) days** in advance of the scheduled in-service date.  
**Victoria Conference Centre contracted client is responsible for the additional AV Technician Labour costs related to the coordination of these special services.**
4. Complete information must be provided on the Data Services Request form to ensure prompt processing of your order; incomplete information will delay processing.
5. Conditions for processing service order forms:
  - (a) All trade show orders must be accompanied by full payment in advance and is payable by Visa, MasterCard, or American Express.
  - (b) Charges for contracted Victoria Conference Centre clients will be added to the Master Account and clients will be invoiced for the services rendered.
6. A \$100.00 cancellation fee will apply for all orders cancelled within 48 hours of the scheduled installation time; credit will not be given for service installed and not used.
7. Equipment management:
  - (a) **Normal business hours are Monday through Friday 0800-1700** ; if service is required outside these hours, it is the customer's responsibility to confirm arrangements with Sharp's Audio Visual ~ please note Sharp's Data Technician Labour Rates will apply.
  - (b) The customer will be fully responsible for the safekeeping of equipment and cabling for the duration of the conference and/or trade show.
8. Only Sharp's Audio Visual personnel are authorized to modify system wiring or cabling.
9. Material and equipment furnished by Sharp's Audio Visual for this service order shall remain property of Sharp's Audio Visual.
10. Sharp's Audio Visual is not liable for any indirect, special or consequential damages arising out of this agreement even if Sharp's Audio Visual has been advised of the possibilities thereof, including but not limited to loss of profits, loss of business revenue, failure to realize expected savings or any claim against the customer by a third party.
11. If you require special data circuits or centrex lines, contact TELUS a minimum of **twenty (20) days** in advance of the event. Please advise Sharp's Audio Visual as soon as possible if these services have been arranged.



Sharp's Audio Visual Ltd. (at the Victoria Conference Centre)  
720 Douglas Street, Victoria, B.C. V8W 3M7 CANADA  
Phone 250.361.1095 Fax 250.361.1065  
email [vcbusinesscentre@sharpsav.com](mailto:vcbusinesscentre@sharpsav.com)

