



Instructions For Ordering AUDIO-VISUAL, COMPUTER or MEETING EQUIPMENT

Thank You! For using AVHQ Exhibit Services for your On-Site presentation needs. We will be fully staffed at this event with on-site exhibit, computer and meeting professionals who can assist you in making your exhibit, presentation or meeting a complete success. Our staff will be on-site before the first truck arrives and we stay until the last truck leaves.

Washington State Convention & Trade Center

05/06/06 - 5/12/06

Seattle, WA

ISMRM 14th Scientific Meeting & Exhibition

Advance Order Deadline:
April 26, 2006
<http://orders.avhq.com>

AVHQ Contact: Robert McInnis
(800) 966-4498
rmcinnis@avhq.com

Ordering Options:

- A. Print copy of Order Form(s), write in information and fax to: 214.210.8153
- B. Use forms e-mailed to you (or send request for forms by e-mail). Fill in fields using your computer's keyboard.
 - 1. Save the completed forms as a file on the computer and e-mail file to your AVHQ representative.
- C. Use our On-Line ordering web site:
 - 1. On the Internet, go to this address: <http://orders.avhq.com>
 - 2. Enter the following show number: **60509**
 - 3. Click on "Select Show" button and you'll be redirected to the show information.
 - 4. Log in. If you've previously registered for another AVHQ event, just enter your e-mail address and password. If you've forgotten your password, it will be e-mailed back to you.
 - a. if this is your first visit, you will need to register your information to continue.
 - 5. When ordering, fill in the quantity needed and click the "Add to Cart" button
 - a. items will be added to your shopping cart
 - 6. When ready to check out, click on the "View Cart" button
 - a. Detailed order information will be viewable. Click "Checkout" to finalize order.
 - b. Enter Booth information, delivery date and pickup date.
 - c. Enter payment information. Click on "Submit Order".
 - d. A statement will be viewable for printing.
 - e. An order confirmation will be e-mailed back to you.
 - 7. Credit card charges are authorized at time of order and charged when delivered to the booth.

Ordering Instructions:

- A. The total charge per item is determined by multiplying the price of the item by the quantity ordered
- B. Applicable Sales Tax is added on equipment rental and/or labor
- C. TAX EXEMPT STATUS - if you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the event services are provided
- D. To guarantee the advance order rate and equipment availability, this order should reach us by:

4/26/2006

- E. Operator labor, if required or requested, is subject to the prevailing hourly rate with a 4 hour minimum.
- F. For orders where the equipment total is over \$3000 - actual hours worked will be billed*
 - * please contact an AVHQ representative for a quote
- G. Your signature on the order form (or electronic signature for on-line or e-mailed forms) is our authorization to charge the card account for the advance order. Any additional amounts of billing incurred as a result of any and all show site changes placed by your representatives will be charged to this account.

Cancellation Policies:

- A. Cancellations received within 48 hours of the scheduled delivery are subject to a 50% fee applicable to equipment and sales tax.
- B. Cancellations received on the day of scheduled delivery or "no-shows" are subject to 100% of the full amount of the order to include equipment, labor & delivery charges and taxes.