



4835 Para Drive  
 Cincinnati, OH 45237  
 Phone: (513) 641-1600  
 Fax: (513) 641-3200

**ASALH Annual Meeting  
 October 1-4, 2009  
 Hilton Netherland Plaza  
 Cincinnati, OH**

## *Equipment Order Form-Complete and fax to (513) 641-3200*

Meeting Room Equipment		10 day notice	Less than 10 days	Quantity	# of Days	Total
Flipchart		\$25	\$30	x	x	
Wireless Microphone	<i>Lavalier or Handheld (circle one)</i>	\$125	\$150	x	x	
XGA LCD Projector	<i>Includes screen and cart with power</i>	\$395	\$450	x	x	
LCD support package	<i>Includes cart with power and tripod screen (6'-8' depending on room size)</i>	\$40	\$50	x	x	
Overhead Projector		\$65	\$75	x	x	
35mm Slide Projector		\$60	\$70	x	x	
Remote Mouse		\$30	\$40	x	x	
Laser Pointer		\$35	\$45	x	x	
Computer Audio Patch		\$25	\$30	x	x	
Audio Mixer	<i>*add if you have more than one audio source</i>	\$35	\$45	x	x	
Computer speakers (pair)		\$20	\$30	x	x	
TV/DVD package		\$150	\$175	x	x	
Subtotal						
Service Chg						20%
Labor						\$20.00
Taxable Subtotal						
Tax						6.5%
<b>Grand Total</b>						

- \*All prices are shown per day
- \*Tax will be charged to all orders without attached tax exempt form
- \*Must be present to sign for equipment delivery
- \*Cancellations within 48 hours before order date will be charged 50% of order total.

**\*\*Please fill out information below completely. Orders with blanks will not be processed.**

<p><b><i>Complete payment must accompany order.</i></b>          Please check one:  <input type="checkbox"/> Check Enclosed    <input type="checkbox"/> Visa    <input type="checkbox"/> Mastercard  <input type="checkbox"/> American Express    <input type="checkbox"/> Discover</p> <p>Name on credit card _____          Credit card number _____          Exp. Date _____          Authorized Signature _____          Expiration Date _____</p>	<p>Company Name _____          Contact Name _____</p> <p>Address _____          City _____ St. _____ Zip _____          Phone _____ Fax _____          Onsite Cell Phone _____          Session Title _____          Room _____ Start time _____          Delivery Date _____ Time _____          Pickup Date _____ Time _____</p>
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Please contact Mike Wheeler at (513) 784-1625 with any questions or special requests.