



A/V EQUIPMENT RENTAL

Name _____

Title _____

Company _____

Address _____

City _____

Province _____

Postal code _____

Phone _____

Fax _____

Email _____

How did you hear about us? _____

Event location (city, province, facility) _____

Rental start date _____

Rental end date _____

Payment options _____

Card # _____

Expiration date (mm/yy) _____

Please send cheques as follows:

ITAC Inc.

Insurance Training and Consulting Incorporated

250 Brownlow Ave. Suite 18

Dartmouth, NS B3B 1W9

Telephone. (902)468-8631

Fax: (902)468-2017

Email: itac@itacinc.com

Website: <http://www.itacinc.com>

ITAC Inc. Audio Visual Rental Terms and Conditions

Customer agrees to comply with the following terms and conditions when renting any equipment from ITAC Audio Visual Rentals:

1. **Rate Schedule.** Customer/Lessee agrees to the rates as listed on previous page. ALL SALES ARE FINAL UPON RECEIPT OF PRODUCT(S).
2. **Liability.** Customer/Lessee is responsible for loss, theft or damage from any cause whatsoever incurred while in possession of any rental equipment during the term of this contract. Customer/Lessee authorizes ITAC Audio Visual Rentals to charge credit card listed on rental contract for loss or any/all damages. Customer/Lessee will be billed for repairs or replacement, including parts and accessories. Damage also includes marking or labeling of rental equipment. Failure to return rental equipment per contract terms will result in prosecution in accordance with Nova Scotia law.

It is understood and agreed that Customer/Lessee understands how to operate equipment and is responsible for notifying ITAC Audio Visual Rentals *during* the rental period of any equipment malfunctioning or related operational problems to be considered for any price adjustment. Extension of rental period/dates must be confirmed by 3:00 PM of the last original rental day to insure availability of equipment.

3. **Payment Terms.** All Rentals must be paid in advance and secured with a valid credit card. Accepted forms of payment include: cash/cashiers check, company check, Visa, and MasterCard. Payment that is outstanding for any reason will be billed to the credit card of record.

If payment is made by check, the Customer/Lessee agrees to pay a service charge of \$25.00 or 5% of order total; whichever is greater, if the check is returned by bank. In addition, the Customer/Lessee agrees to pay any and all court costs, attorney fees, and any other collection costs. All equipment must be returned by 10:00AM of the next business day after the last rental use day.

Any item(s) returned to ITAC Audio Visual Rentals after the agreed upon "return by date/time" as listed on the agreement will incur one addition daily charge for each 24 hour period thereafter.

4. **Cancellation Terms.** If cancellation notice is given less than 48 hours of scheduled rental start date, a 25% cancellation fee will apply. Less than 24 hour cancellation notice prior to rental start date will result in a 50% cancellation fee. A 100% charge will apply for orders cancelled on the rental start date.

Because of the unique nature of our business, we are unable to make exceptions to this policy, including, but not limited to, the cancellation of your event for any reason whatsoever.

I agree to the ITAC Inc. Audio Visual Rentals Terms & Conditions

Signature Required: _____