



Rental & Production Terms and Conditions

This document forms part of a contract including the signed quotation or proposal, privacy policy, and the rights and responsibilities contained herein. This agreement is formed between Advanced Communication Technology Inc. (ACTav, The Company) and the end user (the Client) of equipment and/or services Please review the clauses below as well as our privacy policy.

1. This contract will come into effect when either of the following conditions is met:
 - a. Payments are made according to the following schedule:
 - i. A refundable deposit of 10% of the total contract value must be received along with a signed copy of the quotation or proposal and signed copy of this document; receipt of which will ensure all necessary equipment is reserved and staff members are appropriately scheduled.
 - ii. A further payment of 40% is due seven (7) calendar days prior to the event load in time at which time both payment become non-refundable reservation deposit subject to the cancelation guidelines outlined in Section 3
 - iii. The remainder of the final invoice balance is due upon completion of the event.
 - b. A Credit Application has been completed and approved and credit terms have been agreed upon by both parties.
2. Upon execution of this agreement the following rights and responsibilities will govern the use of equipment.
 - a. Equipment must be used solely for its intended purpose.
 - b. The client is responsible for all equipment while such equipment is at any venue or otherwise in the clients care.
 - c. In the event that you are only renting equipment you must inspect all equipment prior to its use and notify ACT audiovisual of any defects.
 - d. Equipment must be returned in the same condition in which it was received.
 - e. The client is responsible for expenses resulting from damaged, broken, lost, stolen, missing, or excessively soiled equipment, including damage cause by inclement weather.
 - i. These expenses may include but are not limited to: replacement, repair, cleaning, sourcing of temporary equipment, legal fees and other costs associated with collecting payment.





3. Cancellations, Changes, and alterations can be made within the following guidelines;
 - a. Additions will be executed as follows:
 - i. may be made at any time and are subject to availability. Additions made more than 24 hours prior to the start of the event will receive the same benefits, incentives, and discounts as all other equipment on the same order.
 - ii. made during the event will be based on availability and charged at the Cost of Service plus 10% or the regular rack rate, whichever is greater
 - b. Cancellations will be executed as follows:
 - i. made greater than 7 days but less than 14 days prior to event load in time will be subject to a cancellation fee of 10% of the total contract value.
 - ii. made less than 7 days but more than 24 hours prior to event load in will be subject to cancellation fee of 50% of the total contract value.
 - iii. made less than 24 hours prior to load in will be subject to the full contract price.
 - c. Changes totaling less than 20% of the total contract value may be made at any time without penalty. Changes in excess of 20% will be requoted or renegotiated as required.
4. Proprietary Information:
 - a. All ideas and designs developed for the Event are the property of ACT audiovisual and any dissemination or copying of this contract, including quotes, schematics, drawings, and other intellectual property, is prohibited. The client agrees to keep this contract and all its terms and conditions strictly confidential.
5. Venue Charges:
 - a. The client shall be responsible, unless specifically outlined otherwise in the quotation or proposal, for all third party charges including electrical distribution, rigging, internet and fees charged for the use of outside suppliers.

