

**STATE OF TEXAS  
PURCHASE ORDER**

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8207	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> ██████████	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> Audio Visual Services Group, Inc. 1700 E. Golf Road, Suite 400 Schaumburg, IL 60173	
	<b>7. Document (order) amt</b> \$2,364.50	<b>16. Vendor Contact Info:</b> Nathan Guy <b>Phone:</b> (512) 404-3633 <b>Fax:</b> <b>Email:</b> nguy@psav.com	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 12/3/2015 - 12/4/2015	
	<b>10. Agency Contact:</b> Pam Rodriguez <b>Email:</b> prodiguez@tsl.texas.gov	<b>Phone:</b> (512) 463-3037 <b>Fax:</b> (512) 475-3393	
<b>*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."*</b>	<b>11. TSLAC Project Contact:</b> Deborah Littrell <b>Email:</b> dlittrell@tsl.texas.gov		<b>Phone:</b> (512) 463-5456

**17. Description**

Audio/Visual Equipment Rental and Technology Support on December 3-4, 2015 for the TexShare Strategic Planning Session at the AT&T Conference Center. Quote # 3711-5086 contains details of the equipment that will be provided for the event. Quote # 3711-5086 is attached.

LSTA and TSLAC Terms & Conditions are attached. Invoicing Instructions are also attached.

Vendor is not to exceed the total amount of this PO without prior approval or amendment of this PO by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17112	16	7470	7104	\$2,364.50	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Audio/Visual Equipment Rental for Dec 3, 2015 Job # 3711-14470	985-12	1	Lot(s)	\$912.00	\$912.00
2.	Audio/Visual Equipment Rental for Dec 4, 2015 Job # 3711-14471	985-12	1	Lot(s)	\$912.00	\$912.00
3.	Event Technology Support for Dec 3-4, 2015	985-12	1	Lot(s)	\$540.50	\$540.50

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

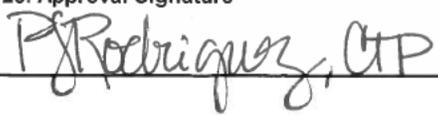
**Grand Total**     \$2,364.50

**26. Legal Cites:** TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

**27. Division Tracking Number:** LDN 16-047

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

<b>28. Approval Signature</b> 	<b>Date</b> 11/13/2015	<b>29. Vendor Signature</b>	<b>Date</b>
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AT&T Conference Center and Hotel  
1900 University Ave  
Austin, TX 78705  
Tel: 512-404-3633 Fax: TBA

**Quote # 3711-5086**

**Texas State Library and Archives Commission**  
**Attn: Deborah Littrell**  
**6505 IH-35**  
**Austin, TX 78752**

Contact Name:	Deborah Littrell	Show Date(s):	<b>12/3/2015 - 12/4/2015</b>
Quote No:	3711-5086	Show Name:	<b>Texas State Library</b>
Sales Representative:	Nathan Guy	Show Location:	<b>AT&amp;T Conference Center and Hotel</b>
Hotel CS Manager:	Richard Rueda		<b>1900 University Ave</b>
Hotel Sales Manager:	Richard Rueda		<b>Austin, TX 78705</b>

Conveyance Method: Pickup  
Billing Method: Master

	<b>Gross</b>	<b>Discount</b>	<b>Ext. Price</b>
Equipment Rental	\$2,280.00	\$456.00	\$1,824.00
Event Technology Support	\$540.50		\$540.50
Subtotal	\$2,820.50	\$456.00	\$2,364.50
Tax			\$195.04
<b>Total Estimate</b>			<b>\$2,559.54</b>

*Tax Exempt - pr*

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR PSAV STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY PSAV WILL BE DISTRIBUTED TO PSAV STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

PSAV

Prepared For: Texas State Library and Archives Commission

Quote No: 3711-5086

Total Estimate: \$2,559.54

Page 2 of 3

**Conference Room 301 (12/3/2015 10:00AM - 4:00PM)**  
**Job# 3711-14470**

**Equipment And Sales**

Qty	Item Description	Days Billed	Rate	Ext. Price	Discount Amt	Subtotal
<i>Video</i>						
1	<b>Classroom LCD</b>	1	\$570.00	\$570.00	\$114.00	\$456.00
1	Permanent Roll Down Screen					
1	Small Video Cable Lot					
1	2000-4000 Lumen LCD Projector					
<b>Video Subtotal</b>						<b>\$456.00</b>
<i>Audio</i>						
2	Wireless Microphone Handheld Kit	1	\$170.00	\$340.00	\$68.00	\$272.00
1	14 Channel Mixer (6 Mono 4 Stereo)	1	\$100.00	\$100.00	\$20.00	\$80.00
1	Small Audio Cable Lot	1	\$65.00	\$65.00	\$13.00	\$52.00
1	Board Room House Sound System	1	\$65.00	\$65.00	\$13.00	\$52.00
<b>Audio Subtotal</b>						<b>\$456.00</b>
<b>Equipment And Sales Subtotal</b>						<b>\$912.00</b>
<b>Conference Room 301 (12/3/2015 10:00AM - 4:00PM) Subtotal:</b>						<b>\$912.00</b>

**Conference Room 301 (12/4/2015 8:00AM - 1:00PM)**  
**Job# 3711-14471**

**Equipment And Sales**

Qty	Item Description	Days Billed	Rate	Ext. Price	Discount Amt	Subtotal
<i>Video</i>						
1	<b>Classroom LCD</b>	1	\$570.00	\$570.00	\$114.00	\$456.00
1	Permanent Roll Down Screen					
1	Small Video Cable Lot					
1	2000-4000 Lumen LCD Projector					
<b>Video Subtotal</b>						<b>\$456.00</b>
<i>Audio</i>						
2	Wireless Microphone Handheld Kit	1	\$170.00	\$340.00	\$68.00	\$272.00
1	14 Channel Mixer (6 Mono 4 Stereo)	1	\$100.00	\$100.00	\$20.00	\$80.00
1	Small Audio Cable Lot	1	\$65.00	\$65.00	\$13.00	\$52.00
1	Board Room House Sound System	1	\$65.00	\$65.00	\$13.00	\$52.00
<b>Audio Subtotal</b>						<b>\$456.00</b>
<b>Equipment And Sales Subtotal</b>						<b>\$912.00</b>

PSAV

Prepared For: Texas State Library and Archives Commission

Quote No: 3711-5086

Total Estimate: \$2,559.54

<b>Conference Room 301 (12/4/2015 8:00AM - 1:00PM) Subtotal:</b>	<b>\$912.00</b>
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	Gross	Discount	Ext. Price
Event Technology Support			\$540.50
Subtotal	\$2,820.50	\$456.00	\$2,364.50
Tax			<del>-\$195.04</del>
<b>Total Estimate</b>			<b>\$2,559.54</b>

*Tax exemption attached. pjr*

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**Thank you for your business.**

Approved By: \_\_\_\_\_

Printed On: 11/12/2015 1:29PM

Prepared By: Nathan Guy

Prepared For: Texas State Library and Archives Commission (Deborah Littrell)

**Signed Acceptance must be received prior to delivery of equipment to Customer/show site.**

*P. Rodriguez, CTP*  
Acceptance Signature

11/13/2015  
Date of Acceptance



Comptroller  
of Public  
Accounts

Form 01-315

(Revised 10/00)

**TEXAS SALES AND USE TAX EXEMPTION CERTIFICATE**

Name of purchaser, firm or agency Texas State Library & Archives Commission	
Address (Street & number, P.O. Box or Route number) 1201 Brazos Street	Phone (Area code and number) 512-463-3037
City State, Zip Code Austin, Texas 78701	

I, the purchaser named above, claim an exemption from payment of sales and use taxes for the purchase of taxable items described below or on the attached order or invoice form:

Seller: Audio Visual Services Group, Inc.

Street address: 1700 E. Golf Road, Suite 400 City, State, Zip: Schaumburg, IL 60173

Description of Items to be purchased, or on the attached order or invoice:  
Equipment Rental and Event Technology Support

Purchaser claims this exemption for the following reason:  
State Agency exempt under Texas Tax Code 151.309  
Tax Exemption Certificate No. 3306-306-3060  
Tax ID No. 74-6000126

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here	Purchaser <i>P. Rodriguez</i>	Title	Date
	Pam Rodriguez	Purchaser, CTP	11/13/2015

NOTE: This certificate cannot be issued for the purchase, lease or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

**STATE OF TEXAS  
PURCHASE ORDER**

12/22/2015 Amended PO due to email dated on 11/18/2015 with DL's approval. See attached.

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government		<b>4. Purchase Order No.</b> 306-16-8207	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
<b>2. Agency Billing Address</b> **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185		<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> [REDACTED]	
		<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> Audio Visual Services Group, Inc. 1700 E. Golf Road, Suite 400 Schaumburg, IL 60173	
*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."		<b>7. Document (order) amt</b> \$2,828.00	<b>16. Vendor Contact Info:</b> Nathan Guy Phone: (512) 404-3633 Fax: Email: nguy@psav.com	
		<b>8. REF DOC</b>		
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701		<b>9. Service Period or Expected Delivery Date:</b> 12/3/2015 - 12/4/2015	<b>10. Agency Contact:</b> Pam Rodriguez Email: prodriguez@tsl.texas.gov Phone: (512) 463-3037 Fax: (512) 475-3393	
		<b>11. TSLAC Project Contact:</b> Deborah Littrell Email: dlittrell@tsl.texas.gov	Phone: (512) 463-5456	

**17. Description**

Audio/Visual Equipment Rental and Technology Support on December 3-4, 2015 for the TexShare Strategic Planning Session at the AT&T Conference Center. Quote # 3711-5086 contains details of the equipment that will be provided for the event. Quote # 3711-5086 is attached.

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18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
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19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Audio/Visual Equipment Rental for Dec 3, 2015 & Dec 4, 2015 Job # 3711-14470 & Job # 3711-14471	985-12	2	Day(s)	\$912.00	\$1,824.00
2.	5 Flipchart Easels for Dec 3, 2015 & Dec 4, 2015	985-12	2	Day(s)	\$180.00	\$360.00
3.	Event Technology Support for Dec 3, 2015 & Dec 4, 2015	985-12	2	Day(s)	\$322.00	\$644.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

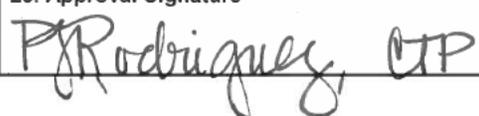
**Grand Total \$2,828.00**

**26. Legal Cites:** TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

**27. Division Tracking Number:** LDN 16-047

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<b>28. Approval Signature</b> 	<b>Date</b> 12/22/15	<b>29. Vendor Signature</b>	<b>Date</b>
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AT&T Conference Center and Hotel  
1900 University Ave  
Austin, TX 78705  
Tel: 512-404-3633 Fax: TBA

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**Quote # 3711-5086**

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**Texas State Library and Archives Commission**  
**Attn: Deborah Littrell**  
**6505 IH-35**  
**Austin, TX 78752**

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Contact Name:	Deborah Littrell	Show Date(s):	<b>12/3/2015 - 12/4/2015</b>
Quote No:	3711-5086	Show Name:	<b>Texas State Library</b>
Sales Representative:	Nathan Guy	Show Location	<b>AT&amp;T Conference Center and Hotel</b>
Hotel CS Manager:	Richard Rueda		<b>1900 University Ave</b>
Hotel Sales Manager:	Richard Rueda		<b>Austin, TX 78705</b>

Conveyance Method: Pickup  
Billing Method: Master

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	<b>Gross</b>	<b>Discount</b>	<b>Ext. Price</b>
Equipment Rental	\$2,730.00	\$546.00	\$2,184.00
Event Technology Support	\$644.00		\$644.00
Subtotal	\$3,374.00	\$546.00	\$2,828.00
Tax			\$0.00

**Total Estimate**

**\$2,828.00**

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**Conference Room 301 (12/3/2015 10:00AM - 4:00PM)  
 Job# 3711-14470**

Equipment And Sales

Qty	Item Description	Days Billed	Rate	Ext. Price	Discount Amt	Subtotal
<i>Video</i>						
1	<b>Classroom LCD</b>	1	\$570.00	\$570.00	\$114.00	\$456.00
1	Permanent Roll Down Screen					
1	Small Video Cable Lot					
1	2000-4000 Lumen LCD Projector					
<i>Audio</i>						
2	Wireless Microphone Handheld Kit	1	\$170.00	\$340.00	\$68.00	\$272.00
1	14 Channel Mixer (6 Mono 4 Stereo)	1	\$100.00	\$100.00	\$20.00	\$80.00
1	Small Audio Cable Lot	1	\$65.00	\$65.00	\$13.00	\$52.00
1	Board Room House Sound System	1	\$65.00	\$65.00	\$13.00	\$52.00
1	<b>Flip Chart Package</b>	1	\$225.00	\$225.00	\$45.00	\$180.00
5	Flipchart Easel					
<b>Equipment And Sales Subtotal</b>						<b>\$1,092.00</b>
<b>Conference Room 301 (12/3/2015 10:00AM - 4:00PM) Subtotal:</b>						<b>\$1,092.00</b>

**Conference Room 301 (12/4/2015 8:00AM - 1:00PM)  
 Job# 3711-14471**

Equipment And Sales

Qty	Item Description	Days Billed	Rate	Ext. Price	Discount Amt	Subtotal
<i>Video</i>						
1	<b>Classroom LCD</b>	1	\$570.00	\$570.00	\$114.00	\$456.00
1	Permanent Roll Down Screen					
1	Small Video Cable Lot					
1	2000-4000 Lumen LCD Projector					
<i>Audio</i>						
2	Wireless Microphone Handheld Kit	1	\$170.00	\$340.00	\$68.00	\$272.00
1	14 Channel Mixer (6 Mono 4 Stereo)	1	\$100.00	\$100.00	\$20.00	\$80.00
1	Small Audio Cable Lot	1	\$65.00	\$65.00	\$13.00	\$52.00
1	Board Room House Sound System	1	\$65.00	\$65.00	\$13.00	\$52.00
<i>General Audio Visual</i>						
1	<b>Flip Chart Package</b>	1	\$225.00	\$225.00	\$45.00	\$180.00
5	Flipchart Easel					
<b>Equipment And Sales Subtotal</b>						<b>\$1,092.00</b>
<b>Conference Room 301 (12/4/2015 8:00AM - 1:00PM) Subtotal:</b>						<b>\$1,092.00</b>

PSAV  
Prepared For: Texas State Library and Archives Commission  
Quote No: 3711-5086  
Total Estimate: \$2,828.00

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	<b>Gross</b>	<b>Discount</b>	<b>Ext. Price</b>
Event Technology Support			\$644.00
<hr/>			
Subtotal	\$3,374.00	\$546.00	\$2,828.00
Tax			\$0.00

**Total Estimate** **\$2,828.00**

\*NO CHARGES OR AMOUNTS WHATSOEVER UNDER THIS AGREEMENT/QUOTE ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR PSAV STAFF OR THE HOTEL'S SERVICE STAFF AND NO AMOUNTS CHARGED BY PSAV WILL BE DISTRIBUTED TO PSAV STAFF OR THE HOTEL'S SERVICE STAFF AS A GRATUITY.

Thank you for your business.

## GENERAL TERMS and CONDITIONS

1. **ACCEPTANCE.** This Quote will be valid for a period of thirty (30) days from the Quote Date ("Acceptance Period"). In the event this Quote is not accepted, signed and returned to PSAV within the Acceptance Period, it will be void. All prices are subject to change without notice following the Acceptance Period.

2. **ESTIMATE.** This Quote was developed based upon information provided by the undersigned customer ("Customer"). This Quote is only an estimate of equipment and services to be provided in connection with the applicable event ("Event"). In the case where the actual amount of equipment, services and labor provided in connection with the Event is greater than the amount specified in this Quote, Customer shall be charged for such additional equipment, services and/or labor (including rental fees and freight) at prevailing standard rates. Unless otherwise itemized on the Quote, all pricing excludes sales tax, freight, shipping/handling and electrical charges (if applicable to the Event) which will be charged and due upon final invoice. Sales tax exempt entities must submit sales tax exemption certificates prior to the commencement of the Event. In the event tax exemption certificates are not received prior to the billing of the Event, sales tax will be due and payable at the time of final invoice.

3. **LABOR RATES.** Hourly labor rates, minimum calls, overtime labor rates, daily labor rates and per diems apply and are based upon prevailing rates and practices at the venue where the Event is being held and the business division providing the equipment and services. Labor estimates were developed based on information provided by the Customer. All Labor calls are subject to a minimum charge period based on local venue rules, servicing division policies, and or Union rules, as they may apply. In the event that the employee works more hours than estimated in the Quote, the Customer will be billed the appropriate prevailing or premium rate for the additional hours worked.

4. **EVENT TECHNOLOGY SUPPORT.** Event Technology Support (ETS) covers additional support elements for the Event including, but not limited to, daily gear preparation, equipment testing and related consumable items necessary for the Event. ETS charges are not gratuities and are NOT paid in whole or in part to PSAV (or other) employees in connection with the Event and amounts comprising ETS are not otherwise shared with PSAV or other employees.

5. **SERVICE CHARGES.** If applicable and included in the Quote, Service Charges are billed by PSAV in association with an Event. Service Charges are NOT gratuities and are NOT paid in whole or in part to PSAV (or other) employees in connection with the Event and amounts comprising Service Charges are NOT otherwise shared with PSAV employees.

6. **EQUIPMENT RATES.** Unless otherwise noted, all rates are based upon per-room, per-day calculations with the minimum rental period being one calendar day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00am and continuing through 11:59pm. Customer agrees to pay the rental fees described in this Quote for the stipulated period. Any equipment that is used and/or retained by Customer for a longer period shall be subject to PSAV's prevailing rates until the equipment is returned.

7. **EQUIPMENT HANDLING.** All equipment must be handled by PSAV personnel only. Equipment may not be moved, stored, or serviced by Customer or any other party. Customer may not operate the equipment unless authorized by PSAV. Customer will incur additional charges if equipment is moved or relocated by Customer or any other party. Customer agrees that PSAV shall be permitted free access to the equipment at any time before, during and/or after the Event for purposes of set/strike, maintenance and routine checks. PSAV retains all title and rights in and to the equipment and all related accessories.

8. **DAMAGE & SECURITY.** Customer shall be responsible for all equipment that is damaged, lost or stolen (whether by use, misuse, accident or neglect), unless caused by PSAV's negligence. In addition to amounts due to PSAV in connection with this Quote, Customer agrees to pay PSAV upon demand for all amounts incurred by PSAV on account of lost, damaged and stolen equipment, based upon repair costs for reparable equipment or full replacement cost for lost or irreparable equipment. In addition, Customer shall be responsible for rental fees while equipment is being repaired and/or replaced, as the case may be. If security is required by Customer or deemed necessary by PSAV to protect the equipment during the Event, Customer shall be responsible for all costs in connection with the provision of security.

9. **EQUIPMENT FAILURE.** PSAV maintains and services its equipment in accordance with the manufacturer's specifications and industry practice. PSAV does not, however, warrant or guarantee that the equipment or services being provided will be free of defect, malfunction or operator error. If the equipment malfunctions or does not operate properly during the Event for any reason whatsoever, Customer agrees to immediately notify a PSAV representative. PSAV will attempt to remedy the problem as soon as possible so that the Event is not interrupted. Customer agrees and acknowledges that PSAV assumes no responsibility or liability for any loss, cost, damage or injury to persons or property in connection with the Event as a result of inoperable equipment or otherwise.

10. **EVENT CANCELLATION.** If Customer cancels the Event or the provision of audiovisual equipment and services by PSAV more than **30 days** prior to the first day of the Event, no cancellation charges shall apply except for any expenses actually incurred by PSAV. Cancellations received at least **15 days** prior to the first day of the Event, shall be subject to a cancellation charge equal to **50%** of the entire estimate of charges contained in the most recent version of this Quote. Cancellations received **72 hours or less** before the first day of the Event, or after equipment has departed from its storage facility will be subject to a cancellation charge equal to **100%** of the total estimate of charges described on the most recent version of this Quote. Customer agrees and acknowledges that the cancellation charges described in this paragraph are reasonable and appropriate under the circumstances if Customer cancels the Event and/or cancels the provision of audiovisual equipment and services by PSAV. Cancellation fees, including fees to cover any incurred costs, shall be due immediately upon any such cancellation by Customer.

ALL CANCELLATION NOTICES MUST BE IN WRITING AND RECEIVED BY PSAV'S ON-SITE REPRESENTATIVES BEFORE BECOMING EFFECTIVE. IF APPLICABLE - IF ANY CUSTOM SETS, GOBOS OR OTHER CUSTOM MATERIALS ARE REQUIRED FOR AN EVENT, AN ADDITIONAL CANCELLATION FEE WILL BE APPLICABLE AND DUE TO PSAV REGARDLESS OF THE DATE OF CANCELLATION IN AN AMOUNT EQUAL TO THE DIRECT AND INDIRECT COSTS INCURRED BY PSAV OR ITS AFFILIATES IN SECURING AND/OR CONSTRUCTING SUCH CUSTOM MATERIALS PLUS A 15% RESTOCKING FEE.

11. **PAYMENT. Master Account** - Customer may be required to establish a Master Account with the venue under the terms as set forth by the venue and prior to the commencement of the Event. Customer must notify PSAV if a Master Account has not been secured with the venue so that pre-payment or other payment arrangement can be made with PSAV for equipment and services in connection with the Event. Upon conclusion of the Event, Customer shall be required to make full and final payment via Customer's Master Account with the venue. **Direct Bill** - Customers that seek to be direct billed for equipment rental, labor and other services must establish credit with PSAV by completing a credit application at least 30-days prior to the first day of the Event or at signing of the contract if that date is within 30 days of the Event start date. Based on review of the credit application, the Customer may be required to make a deposit at least 30-days prior to the first day of the Event or at signing of the contract if such date is within 30 days of the first day of the Event. The deposit received will be credited to the final invoice for the Event. Customer shall be required to make full and final payment to PSAV within the terms determined based on the credit application.

12. **CHANGES TO CUSTOMER QUOTE.** Customer may make changes to equipment or services specified in the Quote and the above cancellation charges shall not apply if Customer requests changes to equipment or services within 24 hours of the Event so long as the overall charges in the revised Quote are within 10% of the original agreed Quote.

13. **INDEMNIFICATION.** Customer and PSAV each hereby forever agree to indemnify, defend and hold harmless the other for any and all claims, losses, costs (including reasonable attorneys fees and costs), damages and/or injury to property and persons (including death) as a result of the negligent acts, errors or omissions of each party and their respective employees, agents, representatives and contractors. Customer also agrees to indemnify, defend and hold harmless PSAV against all claims for copyright, patent or other intellectual property infringement including claims for licenses and royalties, as a result of PSAV's use of any and all, without limitation, Customer provided materials, recordings, transmissions, videos, software, hardware etc., in connection with the Event.

14. **LIMITATION OF LIABILITY.** Under no circumstances will PSAV be responsible for any indirect, special or consequential damages (including, but not limited to, loss of profits, interest, earnings or use) whether arising in contract, tort or otherwise in connection with the Event.

15. **FORCE MAJEURE.** Performance under this Quote may be delayed due to unforeseeable and unavoidable delays caused by federal, state or municipal actions, statutes, ordinances or regulations; acts of god, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; or other unforeseeable incidents outside of any responsible party's control which shall make such performance impossible and/or impractical. The party whose performance is so delayed shall give notice of the delay and its cause to the other party to whom performance is owed within five (5) days of the commencement of such delay.

16. **LOSS DAMAGE WAIVER (LDW).** If LDW applies and is quoted in the Event order and Customer does not elect to decline LDW for the Event, Customer understands that charges for loss or damage to PSAV owned equipment will be waived by PSAV. Customer further acknowledges and understands that if any loss or damage occurs, Customer will be required to participate in any investigation by PSAV, facility security and/or other authorities. If it is determined that the loss or damage was intentionally caused by Customer or its representatives, this LDW shall not apply and Customer will be fully responsible for all such loss or damage.

17. **MISCELLANEOUS.** This Quote shall be governed and interpreted in accordance with the laws of the state where the Event is located. Time is of the essence with respect to each party's obligation hereunder. The individuals signing this Quote each represent and warrant to the other that they have the proper authority to bind their respective parties to the provisions of this Quote. The provisions of this Quote may only be modified by written Quote signed between the parties.

18. **ADDITIONAL TERMS AND CONDITIONS.** From time to time, additional Event-specific terms may also be included throughout the Quote. Customer understands and agrees to any additional provisions contained within the Event Quote.

PSAV

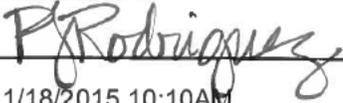
Prepared For: Texas State Library and Archives Commission

Quote No: 3711-5086

Total Estimate: \$2,828.00

Page 5 of 5

Approved By:



Printed On: 11/18/2015 10:10AM

Prepared By: Nathan Guy

Prepared For: Texas State Library and Archives Commission (Deborah Littrell)

**Signed Acceptance must be received prior to delivery of equipment to Customer/show site.**

\_\_\_\_\_  
*Acceptance Signature*

\_\_\_\_\_  
*Date of Acceptance*

**STATE OF TEXAS  
PURCHASE ORDER**

1/14/2016 Amended Vendor Name. Please see attached for the explanation of changes.

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8207	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b> E	<b>14. Vendor Identification No:</b> [REDACTED]	
<b>2. Agency Billing Address</b> **ACCOUNTING DEPARTMENT** Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	<b>6. Current Document No.</b>	<b>15. Vendor Address:</b> The University of Texas at Austin AT&T Executive Education and Conference Center 1900 University Ave Austin, TX 787055611	
	<b>7. Document (order) amt</b> \$2,828.00	<b>16. Vendor Contact Info:</b> Nathan Guy Phone: (512) 404-3633 Fax: Email: nguy@psav.com	
	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 12/3/2015 - 12/4/2015	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>10. Agency Contact:</b> Pam Rodriguez Email: prodriguez@tsl.texas.gov		Phone: (512) 463-3037 Fax: (512) 475-3393
	<b>11. TSLAC Project Contact:</b> Deborah Littrell Email: dlittrell@tsl.texas.gov		Phone: (512) 463-5456
	<b>*VENDOR MUST REFERENCE PURCHASE ORDER NUMBER ON ALL INVOICES OR INVOICE WILL BE RETURNED TO VENDOR. THIS PURCHASE HAS BEEN DETERMINED TO BE THE "BEST VALUE."*</b>		

**17. Description**

Audio/Visual Equipment Rental and Technology Support on December 3-4, 2015 for the TexShare Strategic Planning Session at the AT&T Conference Center. Quote # 3711-5086 contains details of the equipment that will be provided for the event. Quote # 3711-5086 is attached.

LSTA and TSLAC Terms & Conditions are attached. Invoicing Instructions are also attached.

Vendor is not to exceed the total amount of this PO without prior approval or amendment of this PO by the TSLAC Purchasing Department.

18. SFX	INDEX	AY	COBJ	AOBJ	AMOUNT	INVOICE NO.
001	17112	16	7470	7104	\$2,828.00	

19. Line No	20. Goods & Service	21. NIGP Code	22. Qty	23. Units	24. Unit Price	25. Extended Amt
1.	Audio/Visual Equipment Rental for Dec 3, 2015 & Dec 4, 2015 Job # 3711-14470 & Job # 3711-14471	985-12	2	Day(s)	\$912.00	\$1,824.00
2.	5 Flipchart Easels for Dec 3, 2015 & Dec 4, 2015	985-12	2	Day(s)	\$180.00	\$360.00
3.	Event Technology Support for Dec 3, 2015 & Dec 4, 2015	985-12	2	Day(s)	\$322.00	\$644.00

Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

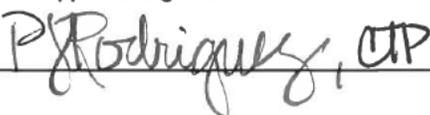
**Grand Total \$2,828.00**

**26. Legal Cites:** TPASS Delegated Purchases as defined by TAC Title 34, Part 1, Chapter 20, Subchapter C, Rule §20.41

**27. Division Tracking Number:** LDN 16-047

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
If you need further proof of this, please contact the Agency Contact in box #10.

Confirmation of receipt is required, please sign box #29 and return signed PO via email: purchasing@tsl.texas.gov or fax: (512) 475-3393.

<b>28. Approval Signature</b> 	<b>Date</b> 1/21/16	<b>29. Vendor Signature</b>	<b>Date</b>
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**STATE OF TEXAS  
PURCHASE ORDER**

1/29/2016 Amended PO to update the PCC code to a Doc-9 to reflect the correct doc for the Amendment completed on 1/14/2016.

<b>1. Agency Name &amp; No.</b> <b>TEXAS STATE LIBRARY &amp; ARCHIVES COMMISSION</b> 306 Tax Exempt agency of the Texas State Government	<b>4. Purchase Order No.</b> 306-16-8207	<b>12. HUB:</b> N/A	<b>13. Order Type:</b> Service
	<b>5. PCC</b>	<b>14. Vendor Identification No:</b> ██████████	
<b>2. Agency Billing Address</b> <b>**ACCOUNTING DEPARTMENT**</b> Texas State Library & Archives Commission PO Box 12516 Austin, TX 78711-2516 Email invoices to: AP@tsl.texas.gov Phone: (512) 463-5473; Fax: (512) 475-0185	<b>6. Current Document No.</b> DT-9	<b>15. Vendor Address:</b> The University of Texas at Austin AT&T Executive Education and Conference Center 1900 University Ave Austin, TX 787055611	
	<b>7. Document (order) amt</b> <b>\$2,828.00</b>	<b>16. Vendor Contact Info:</b> Nathan Guy Phone: (512) 404-3633 Fax: Email: nguy@psav.com	
<b>3. Destination of goods or service</b> FOB Destination Receiving Dock, Room G-007 Texas State Library & Archives Commission 1201 Brazos Street Austin, TX 78701	<b>8. REF DOC</b>	<b>9. Service Period or Expected Delivery Date:</b> 12/3/2015 - 12/4/2015	
	<b>10. Agency Contact:</b> Pam Rodriguez Email: prodriguez@tsl.texas.gov	Phone: (512) 463-3037 Fax: (512) 475-3393	
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Grant Number: LS-00-15-0044-15 – FFY 2015 | CFDA: 45.310 – Grants to States | Institute of Museum and Library Services

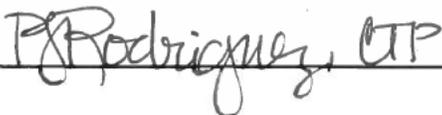
**Grand Total \$2,828.00**

**26. Legal Cites:** Interagency Cooperation Act as defined in the Texas Government Code, Title 7, Chapter 771

**27. Division Tracking Number:** LDN 16-047

Per Texas Tax Code 151.309, the Texas State Library and Archives Commission is a tax-exempt agency.  
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<b>28. Approval Signature</b> 	<b>Date</b> 1/29/2016	<b>29. Vendor Signature</b>	<b>Date</b>
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