

EXHIBITOR AUDIO VISUAL EQUIPMENT ORDER FORM



at the **WARDMAN PARK MARRIOTT HOTEL WASHINGTON, DC**

Video Equipment		Qty	DAILY RATE		Days Used	Total	Customer Information	
			Advanced	On Site				
1/2" VHS Player with "end of tape" Repeat			\$115.00	\$140.00			Show/Convention Name:	
DVD Player			\$140.00	\$170.00				
1/2" S-VHS Player			\$140.00	\$170.00			Firm Name:	
20" Color Monitor, 1/2 VHS Combo Unit			\$200.00	\$250.00				
20" Color Monitor (NOT for computer use)			\$115.00	\$140.00			Address:	
27" Color Monitor (NOT for computer use)			\$160.00	\$185.00				
27" S-VHS Color Monitor (NOT for computer use)			\$180.00	\$225.00			City:	
VHS/27" Monitor Package w/54" cart			\$275.00	\$325.00			State:	Zip:
VHS/DVD/27" Monitor Package w/54" cart			\$300.00	\$375.00			Ordered By:	
32" LCD Monitor/Flatscreen			\$375.00	\$450.00			Telephone #:	
42" Plasma Monitor (Includes Monitor Stand)			\$750.00	\$825.00			Fax #:	
50" Plasma Monitor (Includes Monitor Stand)			\$975.00	\$1,050.00			email:	
LCD Package Including projector, cart, power, and 5' Screen			\$735.00	\$800.00			If you don't see something you need, please call the number listed below for assistance.	
54" Rolling Cart w/Black Skirt			\$20.00	\$25.00				
Betacam Playback Deck			\$425.00	\$500.00				
PC Compatible Systems		Qty	DAILY RATE		Days Used	Total	Ordering Instructions	
			Advanced	On Site				
Laptop Computer w/CD-ROM Drive and/or Floppy Drive Please Note Specific Software/Hardware Needs Below:			\$175.00	\$225.00			⇨ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used. ⇨ Please include applicable Sales Tax on equipment rental. 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 services are to be provided. ⇨ To guarantee equipment availability and advanced rate, this order should reach us 14 days prior to delivery. ⇨ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. ⇨ CANCELLATIONS: A) Cancellation of equipment ordered must be received 48 hours prior to delivery date to avoid a minimum one day charge. cancellation, 50% of original charges will be applied.	
Software/Harware: _____ Note: Daily Rate is subject to change reliant upon software/hardware needs.								
Call With Specific Needs...								
Computer Accessories		Qty	DAILY RATE		Days Used	Total		
			Advanced	On Site				
HP Laserjet 4 Printer (8ppm, PC)			\$180.00	\$225.00				
HP Laserjet 5M Printer (12ppm, PC, Mac, Network)			\$250.00	\$300.00				
Call With Specific Needs...								
Computer Display Equipment		Qty	DAILY RATE		Days Used	Total		
			Advanced	On Site				
15" Flat Screen LCD Monitor			\$250.00	\$325.00				
17"/18"/19" Flat Screen LCD Monitor			\$275.00	\$350.00				
20" Flat Screen LCD Monitor			\$300.00	\$375.00				
			\$325.00	\$390.00				
Rental Totals		PAYMENT IS DUE WHEN ORDER IS PLACED				Delivery Information		
EQUIPMENT TOTAL			\$1.00			On-Site Contact:		
DELIVERY/SETUP/PICKUP (20% of line 1 / \$45.00 minimum)			\$2.00			Booth #:	Room #	
SUBTOTAL			\$3.00			Delivery Date:	Time:	
SALES TAX (5.75% of line 3)***			\$4.00			Show Start Date:	Time:	
TOTAL DUE			\$5.00			Pickup Date:	Time:	
Method of Payment		PLEASE CHECK ONE				Return For Processing		
Card Number: _____ American Express <input type="checkbox"/>		Exp Date ____ / ____				Presentations Services, Inc. at the Wardman Park Marriott 2660 Woodley Road NW Washington, DC 20008 202-332-4178 (PHONE) 202-332-4179 (FAX)		
Cardholder's Name (as appears on card): _____ Visa <input type="checkbox"/>								
Cardholders Signature: _____ MasterCard <input type="checkbox"/>								