



5701 Marinelli Road, North Bethesda, MD 20852  
 (p) 301.822.9200 (f) 301.822.9203

PLEASE FAX FORM ATTN: EVENT MANAGEMENT

## 2019 AUDIO VISUAL EXHIBIT ORDER FORM

| All Charges are on a per day basis. A 6% State Tax & 23% Service Charge which includes set-up & Teardown will be applied to all orders.<br>All Cancellations require 72 hours notice or full rental charges will apply. |  |           |     |       |   |          |      |
|---|--|-----------|-----|-------|---|----------|------|
| INTERNET - DATA   |  | PRICE     | QTY | TOTAL | INFORMATION   |          |      |
| Internet Connections(Wired)   |  | \$ 75.00  |     |       | Event Name:   |          |      |
| Internet Connections/Wireless   |  | \$ 12.95  |     |       | Company:  |          |      |
| <b>Power</b>  |  |           |     |       | Address:  |          |      |
| 110V 20AMP dedicated circuit  |  | \$100.00  |     |       | City:   | State:   | Zip: |
| <b>COMPUTER</b>   |  | PRICE     | QTY | TOTAL | Phone #:  |          |      |
| Laptop Computer   |  | \$ 250.00 |     |       | Fax #:  |          |      |
| Laser Jet Printer (black & white)   |  | \$ 250.00 |     |       | Email:  |          |      |
| Laser Jet Printer (color)   |  | \$ 350.00 |     |       | On Site Contact:  |          |      |
|   |  |           |     |       | Event Room:   | Booth #: |      |
|   |  |           |     |       | Set Up Date:  | Time:    |      |
| <b>EQUIPMENT</b>  |  | PRICE     | QTY | TOTAL | Removal Date:   |          |      |
| 6' Brass Easel  |  | \$ 15.00  |     |       | <b>PAYMENT BY CHECK</b>   |          |      |
| 42" Monitor/DVD Package   |  | \$430.00  |     |       | PLEASE MAIL FORM & CHECK TO: Bethesda North Marriott Hotel,<br>5701 Marinelli Road, North Bethesda, MD 20852<br>*Please include a copy of the Audio Visual Exhibit Order Form when<br>mailing check   |          |      |
| 60" Monitor/DVD Package   |  | \$690.00  |     |       |   |          |      |
| LCD Projector (3200 Lumens)   |  | \$ 750.00 |     |       |   |          |      |
| 19" Flat Panel Monitor  |  | \$ 200.00 |     |       |   |          |      |
| 60" Monitor and Stand   |  | \$500.00  |     |       | <b>PAYMENT BY CREDIT CARD</b>   |          |      |
| 42" Monitor and Stand   |  | \$ 350.00 |     |       | Credit Card #:  |          |      |
| Wireless Microphone   |  | \$ 175.00 |     |       | Type:   |          |      |
| Direct-In-Dial (own phone #)  |  | \$ 100.00 |     |       | Expiration Date:  |          |      |
| Conference phone  |  | \$ 250.00 |     |       | Name on Card:   |          |      |
|   |  |           |     |       | Signature:  |          |      |
| <b>SUBTOTAL</b>   |  |           |     |       | <p>PLEASE NOTE</p> <p>Installations occurring before 7:00am, after 6:00pm, weekends &amp; Holidays, with multiple phone lines, features, and remote locations are subject to additional technician fees.</p> <p>Credit or Payment MUST be established before installation. Connect, Disconnect &amp; Materials fee will be charged for lines not obtained through the hotel</p> <p>All Orders MUST be received at least 7 days prior to installation date.</p> <p>*FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE*</p> |          |      |
| <b>NUMBER OF DAYS NEEDED</b>  |  |           |     | X     |   |          |      |
| Sub total   |  |           |     |       |   |          |      |
| <b>Service Charge 25%</b>   |  |           |     | X     |   |          |      |
| Sub total   |  |           |     |       |   |          |      |
| <b>SALES TAX 6%</b>   |  |           |     | +     |   |          |      |
| <b>TOTAL</b>  |  |           |     | \$    |   |          |      |
| <b>HOTEL USE ONLY</b>   |  |           |     |       |   |          |      |
| Event Manager:  |  |           |     | PMS#: |   |          |      |