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EVENT EQUIPMENT ORDER FORM

AV		QTY	TOTAL	INFORMATION	
4 Channel Mixer	\$ 75.00			EVENT NAME	
Wired Microphone	\$ 65.00				
Wireless Microphone	\$ 195.00			COMPANY	
10" Powered Speaker	\$ 105.00				
Computer Audio Patch	\$ 50.00			ADDRESS	
32" Monitor	\$ 275.00				
42" Monitor	\$ 400.00			CITY	STATE ZIP
50" Monitor	\$ 525.00				
DVD Player	\$ 100.00			PHONE #	
Laptop	\$ 250.00				
Other:	\$			EMAIL	
	\$				
Misc		QTY	TOTAL	FORM COMPLETED BY	
Easel	\$ 5.00				
Flipchart & Markers	\$ 70.00			ON SITE CONTACT	
Flipchart & Markers (Post-it Paper)	\$ 80.00				
Pipe & Drape (Black, per foot)	\$ 25.00			ON SITE CONTACT MOBILE PHONE #	
Banner Hang (each)	\$ 60.00				
INTERNET		QTY	TOTAL	ROOM	BOOTH
Internet - Business Wifi <768Kbit/sec	\$ 12.95				
Internet - Hi-Speed Wifi 1-5Mbit/sec	\$ 16.95			SETUP DATE	TIME
Internet - Wired Cat5 1-5Mbit/sec	\$ 99.95				
TELEPHONE		QTY	TOTAL	ACTUAL EVENT DATE(S)	
Telephone - 8/9 Line (no incoming)*	\$ 75.00				
Telephone - DID Line (incoming phone #)*	\$ 125.00			ADDITIONAL INSTRUCTIONS	
Telephone - Polycom Speakerphone	\$ 175.00				
ELECTRICAL		QTY	TOTAL	CREDIT CARD	
A/C Cord & Powerstrip - Must have 20 AMP Outlet	\$ 25.00			CREDIT CARD NUMBER	
20 AMP Dedicated Power Outlet	\$ 75.00				
30 AMP Dedicated Power Outlet	\$ 95.00				
100 Amp / 208 Volt / 3 Phase	\$ 425.00			TYPE	EXP DATE
SUB TOTAL			\$		
HOTEL SERVICE CHARGE 22%			x 22%	CARDHOLDERS NAME	
SUB TOTAL			\$		
NUMBER OF DAYS NEEDED			x	SIGNATURE	
SUB TOTAL			\$		
Sales Tax 6%			x 6%	PMS # (Hotel Use Only)	
GRAND TOTAL			\$		

I certify that all information is complete and accurate. I hereby authorize BWI Airport Marriott Hotel to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

All cancellations require 72 hour notice or full rental charges will apply.

* \$1.00 charge per local call. Long Distance \$4.57 1st minute, Verizon rates apply there after.