



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

PLEASE FAX FORM ATTN: EVENT MANAGEMENT

2018 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. 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:		
Power					Address:		
110V 20AMP dedicated circuit		\$100.00			City:	State:	Zip:
COMPUTER		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:	
EQUIPMENT		PRICE	QTY	TOTAL	Removal Date:		
6' Brass Easel		\$ 15.00			PAYMENT BY CHECK		
42" Monitor/DVD Package		\$430.00			PLEASE MAIL FORM & CHECK TO: Bethesda North Marriott Hotel, 5701 Marinelli Road, North Bethesda, MD 20852 *Please include a copy of the Audio Visual Exhibit Order Form when mailing check		
60" Monitor/DVD Package		\$690.00					
LCD Projector (3200 Lumens)		\$ 750.00					
19" Flat Panel Monitor		\$ 200.00					
60" Monitor and Stand		\$600.00			PAYMENT BY CREDIT CARD		
42" Monitor and Stand		\$ 350.00			Credit Card #:		
Wireless Microphone		\$ 150.00			Type:		
Direct-In-Dial (own phone #)		\$ 100.00			Expiration Date:		
Conference phone		\$ 250.00			Name on Card:		
					Signature:		
SUBTOTAL					<p>PLEASE NOTE</p> <p>Installations occurring before 7:00am, after 6:00pm, weekends & 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 & 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>		
NUMBER OF DAYS NEEDED				X			
Sub total							
Service Charge 23%				X			
Sub total							
SALES TAX 6%				+			
TOTAL				\$			
HOTEL USE ONLY							
Event Manager:				PMS#:			