

**CONTACT INFO**

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**BALTIMORE WATERFRONT**

**OFFICE USE ONLY**

AVEO#  
 PMS#

**PLEASE PRINT LEGIBLY**

**2011 EVENT EQUIPMENT ORDER FORM**

COMPUTER		QTY	TOTAL	INFORMATION		
Desktop PC w/windows/OfficeXP	\$ 250.00			EVENT NAME		
Laptop PC w/Windows/Office XP	\$ 250.00					
Laser Printer	\$ 195.00			COMPANY		
A/V		QTY	TOTAL			
6' Brass Easel	\$ 9.00			ADDRESS		
Flipchart	\$ 55.00					
37" LCD Monitor	\$ 300.00			CITY		
LCD Projector - Small Meeting Room	\$ 650.00					
LCD Accessory Package	\$ 150.00			STATE		
DVD Player	\$ 150.00			COUNTRY	ZIP	
19" Flat Panel Monitor	\$ 200.00			PHONE #		
5' - 8' Tripod Screen	\$ 105.00					
42" Plasma Monitor w/ floor stand	\$ 650.00			FAX #		
Wired Microphone	\$ 85.00					
4-6 Channel Mixer	\$ 85.00			MOBILE #		
Wireless Microphone	\$ 195.00					
JBL 10" Powered Speaker	\$ 75.00			EMAIL		
INTERNET		QTY	TOTAL			
High Speed Internet-CAT5 per PC	\$ 75.00			FORM COMPLETED BY		
High Speed Internet-Wireless per PC	\$ 75.00					
TELEPHONE		QTY	TOTAL			
House Phone (calls within hotel only)	\$ -			ON SITE CONTACT		
Local/Long Distance (dial 9 - no incoming)	\$ 100.00					
Direct-In-Dial (own phone #)**	\$ 125.00			ROOM		
RIGGING		QTY	TOTAL	BOOTH		
Rig Points (per ceiling point)	\$ 250.00					
ELECTRICAL		QTY	TOTAL	SETUP DATE	ACTUAL SHOW DATES	
20 Amp /110 Volt Dedicated Circuit	\$ 100.00			ADDITIONAL INSTRUCTIONS		
100Amp 208 Volt 3 Phase	\$ 475.00					
What will you be utilizing the electrical for?						
***** ALL CHARGES ARE ON A PER DAY BASIS*****				<b>PAYMENT BY CHECK</b>		
				Please mail checks to the address posted below, payable to the Baltimore Marriott Waterfront. Payments by check <b>MUST</b> be received <b>10 days</b> prior to installation. 700 Aliceanna Street Baltimore Maryland 21202 Attention Event Technology Department		
<b>SUB TOTAL</b>	\$			<b>PAYMENT BY CREDIT CARD</b>		
<b>HOTEL SERVICE CHARGE 22%</b>		x 22%		<b>CREDIT CARD NUMBER</b>		
<b>SUB TOTAL</b>	\$					
<b>NUMBER OF DAYS NEEDED*</b>		x		<b>PAYMENT BY CREDIT CARD</b>		
<b>SUB TOTAL</b>	\$			<b>CREDIT CARD NUMBER</b>		
<b>Sales Tax 6%</b>		x 6%				
<b>GRAND TOTAL</b>	\$			TYPE	EXP DATE	
A 6% State Tax & 22% Service Charge which includes set-up and teardown will be applied to all orders. All cancellations require 72 hour notice or full rental charges will apply. Credit or payment <b>MUST</b> be established before installation. **.75 charge per local call. Long Distance rates apply plus 55%.				<b>CARDHOLDERS NAME</b>		
				<b>SIGNATURE</b>		