



## Meeting & Presentation Audio-Visual/Computer Equipment Order Form Baltimore Convention Center

# PROJECTION



Please enter quantity next to equipment required for your presentation. If you do not see the equipment you require,  
please call the Speaker Services Department, at 410-649-7314 or email [exhibits@projection.com](mailto:exhibits@projection.com).

**To order, please fax this completed form to Projection at 410-649-7061.**

Computers				Qty	# of Days	Rate	Total	Projectors				Qty	# of Days	Rate	Total				
Laptop: DVD/CD-R, 15.4" Display, Norton Anti-Virus WIN XP Ofc. 2007 Pro,WiFi, 10/100/1000 NIC, Mouse & Cable Lock						\$225		Overhead Projector						\$40					
Desktop: DVD/CD-RW, WIN XP Ofc. 2007 Pro, Norton Anti-Virus, Gigabit Ethernet, Mouse & Keyboard, 17" Display						\$200		LCD Projector (3000 Lumens)						\$300					
								LCD Support Package (34" cart, extension cord, & 25' VGA Cable)						\$45					
Cart and Stands				Qty	# of Days	Rate	Total	Video Equipment				Qty	# of Days	Rate	Total				
Safelock Stand (35lbs Max)						\$30		DVD Player						\$80					
48" Heavy Duty Draped Cart (250lbs Max)						\$30		26" LCD Flat Panel Display w/Built-in DVD Player						\$125					
34" Draped Cart (50lbs Max) - Seated Audience						\$30		42" HD LCD w/Floor Stand or Table Top Stand						\$250					
54" Draped Cart (130lbs Max) - Walk-by Audience						\$30													
Miscellaneous				Qty	# of Days	Rate	Total	Screens				Qty	# of Days	Rate	Total				
Flipchart w/ Pad & Markers						\$40		5', 6', 7', or 8' Tripod Screen w/Skirt (circle preferred screen size)						\$40					
Additional Flipchart Pad						\$10		6' x 8' Fast Fold Screen w/Skirt						\$55					
Laser Pointer						\$25		7 1/2' x 10' Fast Fold Screen w/Skirt						\$75					
Totals								Audio				Qty	# of Days	Rate	Total				
<b>Equipment Total:</b>				1)				6 Channel Audio Mixer (required when multiple mics are used)						\$65					
<b>Delivery &amp; Drayage:</b>				2)	Complimentary			Computer Speakers w/Subwoofer						\$50					
<b>Equipment Set-up &amp; Dismantle - 30% of line 1 with a \$120 minimum (\$165 minimum w/Fast Fold Screen rentals):</b>				3)				CD Player						\$55					
<b>Subtotal:</b>				4)				CD Recorder						\$100					
<b>State Sales Tax - 6% of line 1:</b>				5)				Wired Microphone - Handheld or Lavalieri (circle type)						\$35					
<b>Total Due:</b>				6)				Wireless Microphone - Handheld, Lavalieri, Headset (circle type)						\$150					
Credit Cards Type																			
								<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>			
<p style="color: blue; font-weight: bold;">A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended room.</p>								Credit Card #:											
								Exp. Date: _____ / _____											
Presenter Information								Card Holder's Name:											
<b>Company Name:</b>								Card Holder's Signature:											
<b>Contact:</b>				<b>Email:</b>															
<b>Telephone:</b>				<b>Fax:</b>															
<b>Address:</b>								<input type="checkbox"/> <b>Check (US Only)</b> <span style="float: right;"><input type="checkbox"/> <b>Wire Transfer</b></span>											
Remit To:																			
<b>City:</b>																			
<b>State:</b>				<b>Zip:</b>				Phone: 410-649-7314				Projection Presentation Technology One West Pratt Street Baltimore, MD 21201							
<b>Install Date:</b>				<b>Install Time:</b> : <b>AM/PM</b>				Fax All Orders To: 410-649-7061 E-Mail: <a href="mailto:exhibits@projection.com">exhibits@projection.com</a>				<b>Order Instructions:</b>							
<b>Start Date:</b>				<b>Start Time:</b> : <b>AM/PM</b>															
<b>Removal Date:</b>				<b>Removal Time:</b> : <b>AM/PM</b>															
<b>Room:</b>				<b>Facility Name:</b>															