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

PROJECTION PRESENTATION TECHNOLOGY

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.**

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

Computers	Qty	# Of Days	Rate	Total
Laptop: P IV 2.0 Ghz, 1GB, 40 GigHD, DVD/CD-R, 14" Display, WIN XP Ofc. 2003 Pro,WiFi, 10/100 Base T, Mouse & Cable Lock			$225	
Desktop: P IV 3.0Ghz, 1GB, 80 GigHD, DVD/CD-RW, WIN XP Ofc. 2003 Pro, Norton Anti-Virus, Gigabit Ethernet, Mouse & Keyboard			$200	
Carts and Stands	**Qty**	**# Of Days**	**Rate**	**Total**
34" Draped Cart (50lbs Max) - Seated Audience			$30	
48" Heavy Duty Draped Cart (250lbs Max)			$30	
54" Draped Cart (130lbs Max) - Walk-by Audience			$30	
Safelock Stand (35lbs Max)			$30	
Miscellaneous	**Qty**	**# Of Days**	**Rate**	**Total**
Flipchart w/ Pad & Markers			$40	
Additional Flipchart Pad			$10	
Laser Pointer			$25	

Projectors	Qty	# Of Days	Rate	Total
Overhead Projector			$40	
LCD Projector (3000 Lumens)			$300	
Video Equipment	**Qty**	**# Of Days**	**Rate**	**Total**
VCR (For Use w/ LCD Projector)			$70	
DVD Player			$80	
26" LCD Flat Panel Display w/Built-in DVD Player			$125	
Screens / Accessories	**Qty**	**# Of Days**	**Rate**	**Total**
5', 6', or 7' Tripod Screen w/Skirt			$40	
6' x 8' Fast Fold Screen w/Skirt			$55	
7 1/2' x 10' Fast Fold Screen w/Skirt			$75	
LCD Support Package (34" cart, extension cord, & 25' VGA Cable)			$45	
Audio	**Qty**	**# Of Days**	**Rate**	**Total**
6 Channel Audio Mixer			$65	
Audio Cassette Player/Recorder			$50	
CD Player			$55	
CD Recorder			$100	
Wired Handheld Microphone			$35	
Wireless Microphone - Handheld, Lavaliere, Headset **(circle type)**			$150	

Totals		
Equipment Total:	1)	
Delivery & Drayage:	2)	Complimentary
Equipment Set-up & Dismantle - 30% of line 1 with a $120 minimum ($165 minimum w/Fast Fold Screen rentals):	3)	
Subtotal:	4)	
State Sales Tax - 6% of line 1:	5)	
Total Due:	6)	

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.

Credit Cards Type

☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA

Credit Card #: _____

Exp. Date: _____ / _____

Card Holders Name:

Card Holders Signature:

Presenter Information

Company Name:

Contact: **Email:**

Telephone: **Fax:**

Address:

City: **State:** **Zip:**

☐ **Check (US Only)** ☐ **Wire Transfer**

Remit To:

PROJECTION PRESENTATION TECHNOLOGY

Phone: 410-649-7314

Projection Presentation Technology
One West Pratt Street
Baltimore, MD 21201

Fax All Orders To: 410-649-7061
E-Mail: exhibits@projection.com

Installation

Install Date: **Install Time:** : **AM/PM**

Start Date: **Start Time:** : **AM/PM**

Removal Date: **Removal Time:** : **AM/PM**

Room: **Facility Name:**

Order Instructions:

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars.