


EXHIBITOR AUDIO VISUAL ORDER FORM

ICCC 2023

| Video Equipment | | | | Qty | DAILY RATE | | Days | Total | Customer Information | | | |
|--|--|--|--|---|------------|----------|------|--|--|--|-------|--|
| | | | | | Advance | On-Site | Used | | | | | |
| Blu-Ray DVD Player | | | | | \$50.00 | \$75.00 | | | Firm Name: | | | |
| 32" LCD Monitor | | | | | \$125.00 | \$150.00 | | | | | | |
| 54" Rolling Cart w/Black Skirt | | | | | \$25.00 | \$30.00 | | | Address: | | | |
| 6'/7'/8' Tripod Screen & Skirt | | | | | \$50.00 | \$40.00 | | | | | | |
| LCD Projector (3000 Lumens WXGA) | | | | | \$250.00 | \$275.00 | | | City: | | | |
| | | | | | | | | | State: Zip: | | | |
| | | | | | | | | | Ordered By: | | | |
| | | | | | | | | | Telephone #: | | | |
| | | | | | | | | | Fax # or Email: | | | |
| | | | | | | | | | Notes: | | | |
| Audio Equipment | | | | Qty | DAILY RATE | | Days | Total | | | | |
| | | | | | Advance | On-Site | Used | | | | | |
| CD Player | | | | | \$30.00 | \$40.00 | | | | | | |
| Wired Microphone: Handheld or Lavalier (Pick 1) | | | | | \$35.00 | \$40.00 | | | | | | |
| Wireless Mic.: Handheld/Lavalier/Headset (Pick 1) | | | | | \$125.00 | \$135.00 | | | | | | |
| Powered Speaker with stand | | | | | \$65.00 | \$75.00 | | | | | | |
| Sound System with (2) powered speakers, (2) stands and (1) Wired Microphone: Handheld or Lavalier (Pick 1) | | | | | \$165.00 | \$180.00 | | | | | | |
| Sound System with (2) powered spkrs, (2) stands & (1) Wireless Mic.: Handheld or Lavalier (Pick 1) | | | | | \$255.00 | \$275.00 | | | | | | |
| Computer & Display Equipment | | | | Qty | DAILY RATE | | Days | Total | Ordering Instructions | | | |
| | | | | | Advance | On-Site | Used | | | | | |
| 24" Flat Screen LED Monitor | | | | | \$ 50.00 | \$ 75.00 | | | ⇒ The total charge per item is determined by multiplying the quantity by the daily rate by the number of rental days | | | |
| 32" LCD Monitor w/Feet (Table Stand) | | | | | \$125.00 | \$150.00 | | | ⇒ Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the State of California. | | | |
| 42" LCD Monitor w/Feet (Table Stand) | | | | | \$200.00 | \$225.00 | | | ⇒ To guarantee equipment availability and advance rate, this order should reach us 14 days prior to delivery. | | | |
| 50" LED Monitor w/Feet (Table Stand) | | | | | \$250.00 | \$275.00 | | | ⇒ Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. | | | |
| Truss Stand for Monitor w/Black Spandex Cover | | | | | \$75.00 | \$100.00 | | | ⇒ CANCELLATIONS: | | | |
| Keyboard & Mouse | | | | | \$25.00 | \$35.00 | | | A) Cancellation of equipment ordered must be received | | | |
| Laptop Computer (PC or Mac) | | | | | \$125.00 | \$150.00 | | | ⇒ 48 hours prior to delivery date to avoid a | | | |
| Desktop Computer w/Monitor, Keyboard & Mouse | | | | | \$125.00 | \$150.00 | | | minimum one day charge. | | | |
| Computer Speakers | | | | | \$25.00 | \$35.00 | | | ⇒ B) If services have already been provided at the time of cancellation, 50% of original charges will be applied. | | | |
| Wall Bracket/Monitor Bracket | | | | | \$50.00 | \$75.00 | | | | | | |
| iPad w/Wi-Fi Capability (No Internet provided) | | | | | \$50.00 | \$75.00 | | | | | | |
| Rental Totals | | | | PAYMENT IS DUE WHEN ORDER IS PLACED | | | | Delivery Information | | | | |
| EQUIPMENT TOTAL | | | | 1 | | | | | On-Site Contact: | | | |
| DELIVERY/SETUP/PICKUP (15% of line 1 or \$55.00 minimum) | | | | 2 | | | | | Cell Phone or Pager #: | | | |
| SUBTOTAL | | | | 3 | | | | | Booth #: | | Room: | |
| SALES TAX | | | | 4 | | | | | Delivery Date: | | Time: | |
| TOTAL DUE | | | | 5 | | | | | Pickup Date: | | Time: | |
| Method of Payment | | | | PLEASE CHECK ONE | | | | Return for Processing | | | | |
| Card Number: _____ Exp Date ____ / ____ | | | | American Express <input type="checkbox"/> | | | |  <p>1425 30th Street, Suite A San Diego, CA 92154 Phone: 619.474-5050 Fax: 619.474.5454</p> | | | | |
| Cardholder's Name (as appears on card): _____ | | | | Visa <input type="checkbox"/> | | | | | | | | |
| Cardholders Signature: _____ Billing Zip Code: _____ | | | | MasterCard <input type="checkbox"/> | | | | | | | | |
| | | | | Check <input type="checkbox"/> | | | | | | | | |



Marriott Metro Center
775 12th Street NW
Washington DC 20005

Please EMAIL this document to your Events Manager

2023 Audio Visual Order Form

| INTERNET - DATA | PRICE | QTY | # OF DAYS | TOTAL | INFORMATION | | | | |
|---|----------|-----|-----------|-------|---|--|---------------|------|--|
| Additional Internet Connection | \$150.00 | | | | Event Name: | | | | |
| Static IP Address | \$300.00 | | | | Company: | | | | |
| POWER | | | | | Address: | | | | |
| 110V 20 AMP Dedicated Circuit | \$100.00 | | | | City: | | State: | Zip: | |
| COMPUTER | | | | | Phone: | | | | |
| Laptop Computer | \$350.00 | | | | Fax: | | | | |
| Laser Jet Printer (B/W) | \$250.00 | | | | Email: | | | | |
| Laser Jet Printer (Color) | \$350.00 | | | | Onsite Contact: | | | | |
| Laser Fax Machine | \$200.00 | | | | Event Room: | | Booth#: | | |
| EQUIPMENT | | | | | Set Up Date: | | | | |
| Easel | \$15.00 | | | | Removal Date: | | Removal Time: | | |
| LCD Projector | \$800.00 | | | | PAYMENT BY CHECK | | | | |
| 8' Tripod Screen | \$80.00 | | | | PLEASE MAIL FORM & CHECK TO: MARRIOTT METRO CENTER | | | | |
| 19" Flat Panel Monitor | \$200.00 | | | | 775 12th Street NW, Washington DC 20005 | | | | |
| 55" Plasma Monitor | \$500.00 | | | | *Please include a copy of the AV Exhibit form with the check | | | | |
| 55" TV/DVD Package | \$350.00 | | | | PAYMENT BY CREDIT CARD | | | | |
| Wireless Microphone | \$180.00 | | | | Please notify the Event Manager so that a credit card authorization | | | | |
| Power Strip | \$15.00 | | | | form will be emailed to you. | | | | |
| Extension Cord | \$15.00 | | | | | | | | |
| Wireless Internet Per Line | \$17.00 | | | | | | | | |
| Wired Internet Line | \$150.00 | | | | | | | | |
| TELEPHONE | | | | | PLEASE NOTE: | | | | |
| Direct-In-Dial (own phone#) | \$150.00 | | | | Installations occurring before 7:00 AM and after 6:00 PM, weekends and holidays | | | | |
| SUBTOTAL | | | | | with multiple phone lines, features, and remote locations are subject to additional | | | | |
| SERVICE CHARGE 26% | | | | | technician fees. | | | | |
| SUBTOTAL | | | | | Payment or credit MUST be established before installation. Connect, Disconnect, | | | | |
| AUDIO VISUAL SALES TAX 6% | | | | | and Materials fees will be charged for lines not obtained through the hotel. | | | | |
| TOTAL AUDIO VISUAL \$ | | | | | Orders MUST be received at least 7 days prior to the installation date. | | | | |
| HOTEL USE ONLY | | | | | FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE | | | | |
| Event Manager: | | | | | Folio# | | | | |
| All Audio Visual is a Per Day Cost | | | | | | | | | |
| Any shipment value exceeding \$2,000 or exceeding a weight limit of 100 pounds MUST BE DELIVERED AT THE START OF THE EVENT & PICKED UP IMMEDIATELY FOLLOWING THE EVENT | | | | | | | | | |
| *Shipment must be delivered directly to the event space by the courier; Hotel will not be responsible for the delivery of an item exceeding \$2,000 in value or 100 pounds. | | | | | | | | | |

GRAND TOTAL TO BE CHARGED \$
ON CC
(OR RECEIVED BY CHECK)