




OFFICIAL SPEAKER

Audio / Video / Data



Meeting Room Order Form

Each meeting room will contain: one complimentary LCD projector, overhead projector, and projection screen (sized for the room), for your use. If additional equipment is needed, please order from the list below. The pre-show rates apply to all orders received on or before March 3, 2009.

| Audio / Video / Data Equipment | | | | Pre-Show | Reg. Rate | Total | Required Customer Information | | | |
|--|--|--|--|---|-------------|-----------|-------------------------------|--|--|--|
| 1/2" VHS Universal Player (NTSC / PAL / SECAM) | | | | | | | PLEASE PRINT | | | |
| DVD Player / CD Player (Single Track) Circle 1 | | | | \$40 | \$50 | | Firm Name: | | | |
| Audio Cassette Player / Recorder | | | | \$35 | \$45 | | | | | |
| 26" LCD With Built-in DVD Player | | | | \$110 | \$135 | | | | | |
| Wired Microphone (Lavalier - Handheld) Circle 1 | | | | \$40 | \$50 | | Address: | | | |
| Wireless UHF Mic (Lavalier - Headset - Handheld) Circle 1 | | | | \$120 | \$150 | | | | | |
| Small Sound System (2 speakers, speaker stands, & a mixer) | | | | \$120 | \$150 | | City: | | | |
| Large Sound System (2 speakers, speaker stands, & a mixer) | | | | \$150 | \$200 | | | | | |
| Laptop Audio Patch | | | | \$20 | \$25 | | | | | |
| Computer Equipment | | | | Qty | Pre-Show | Reg. Rate | Total | State: Zip Code: | | |
| P IV 1.5Ghz Laptop with DVD/CD-ROM & Floppy Drive (Comes with Windows XP & Office XP) | | | | | \$140 | \$175 | | Ordered By: | | |
| Macintosh Laptop | | | | Please Call | | | | Telephone: | | |
| Carts | | | | Qty | Pre-Show | Reg. Rate | Total | Fax: | | |
| 34" Monitor Cart with Skirt | | | | | \$15 | \$20 | | e-Mail: | | |
| 54" Monitor Cart with Skirt | | | | | \$20 | \$25 | | | | |
| Miscellaneous | | | | Qty | Pre-Show | Reg. Rate | Total | Required Information for Delivery | | |
| Flipchart with Paper and Markers | | | | | \$20 | \$25 | | Meeting Room: | | |
| Additional Flipchart Pad | | | | | \$10 | \$15 | | Meeting Times: | | |
| Laser Pointer | | | | | \$25 | \$35 | | In Room Contact: | | |
| In Room A/V Operator | | | | Qty | Pre-Show | Reg. Rate | Total | Cell or Pager #: | | |
| Dedicated in-room A/V Technician (Per session) | | | | | \$100 | \$100 | | Meeting Dates: (Circle One) March 25 26 27 28 | | |
| Additional Equipment | | | | Qty | Rate Quoted | | Total | Ordering Instructions | | |
| | | | | | | | | <input type="checkbox"/> Delivery/Set-up/Pickup Fee includes delivery, installation, maintenance, and dismantle. Contact the on-site A/V support desk for assistance. | | |
| | | | | | | | | <input type="checkbox"/> Cancellation of equipment ordered must be received 72 hours prior to delivery. If delivered, 100% of charges will apply. | | |
| | | | | | | | | <input type="checkbox"/> Call Holly Alderton at 301-575-2754 , or e-mail halderton@projection.com with questions, concerns, or additional requirements. | | |
| Totals | | PAYMENT IS DUE WHEN ORDER IS PLACED | | | | | | | | |
| EQUIPMENT TOTAL: | | | | 1 | | | | | | |
| DELIVERY/SET-UP/PICKUP: (20% of Equipment Total) | | | | 2 | | | | | | |
| STATE SALES TAX: | | | | 3 | N/A | | | | | |
| TOTAL DUE: | | | | 4 | | | | | | |
| Method of Payment | | | | PLEASE CHECK ONE | | | | | | |
| Card Number: _____ | | | | Exp Date _____ / _____ | | | | | | |
| Cardholder's Name (as appears on card): _____ | | | | Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Check <input type="checkbox"/> | | | | | | |
| Cardholders Signature: _____ | | | | | | | | | | |
| Credit card payment is preferred. If payment must be made by check and the check is refused by the bank, a \$35 fee will be assessed. | | | | | | | | | | |
| | | | | Processing Fax Form To: 301-459-0026  Attn: Holly Alderton National Accounts Division 8351 Bristol Court, Suite 111, Jessup, MD 20794 PH: 301-575-2754 FAX: 301-459-0026 halderton@projection.com | | | | | | |