




Please enter the quantity next to the equipment required for your presentation. If you do not see the equipment you require, please call the Meetings & Exhibits Department at 301-459-9011 or send an email to exhibits@projection.com.

To order, please email a completed form to exhibits@projection.com or fax it to 301-459-0026.

****All orders must be finalized by March 11, 2022. Equipment ordered after this date will be based on availability and equipment rates will increase by 15-20%.****

Computers/Computer Accessories				Qty	# of Days	Rate	Total	Miscellaneous				Qty	# of Days	Rate	Total
Laptop: DVD/CD-R, 15.4" Display, WIN XP Office 2007 Pro, Norton Anti-Virus, WiFi, Mouse & Cable Lock						\$175		Flipchart with Pad & Markers						\$25	
Mac Dongle (Adapter) for Mac Laptop						\$25		Laser Pointer						\$25	
Wireless PC Remote Control						\$25		Audio				Qty	# of Days	Rate	Total
Totals								Wired Microphone - Floor Stand or Table Stand (circle type)						\$40	
Equipment Total:				1)				Wireless Microphone - Handheld or Clip-On (circle type)						\$125	
Equipment Set-up & Dismantle - 15% of line 1 (\$45 minimum):				2)				In-Room Operator							
Subtotal:				3)				\$65 an hour with a four hour minimum						\$260	
State Sales Tax - 7% of line 3:				4)				Credit Cards Type							
Total Due:				5)				<input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA							
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 Card #:							
Presenter Information Company Name: _____								Exp. Date: _____ / _____ Security Code: _____							
Order Contact & Phone Number:								Card Holder's Name:							
E-mail Address:								Card Holder's Signature:							
On-site Contact & Phone Number:								<input type="checkbox"/> Check (US Only)				<input type="checkbox"/> Wire Transfer			
Address:								 301-459-9011				Remit To: Projection 5803 Rolling Road Suite 200 Springfield, VA 22152 Fax: 301-459-0026 E-Mail: exhibits@projection.com			
City:		State:		Zip:											
Installation								Order Instructions:							
Start Date:		Start Time:		:		AM/PM									
End Date:		End Time:		:		AM/PM									
Facility Name:				Room Name/Number:											