Please enter quantity next to equipment required for your presentation. If you do not see the equipment you require, please call the Meeting/Exhibits Department, TOLL FREE **800-377-7650** or email **exhibits@projection.com.**

To order, please fax this completed form to Projection at 301-459-0026. ***All orders must be finalized by March 9, 2018*** **.**

Computers	Qty	# of Days	Rate	Total
Laptop: DVD/CD-R, 15.4" Display, WIN7 Office 2010 Pro, Anti-Virus Software, WiFi, Mouse & Cable Lock			$150	
Wireless PC Remote Control			$25	
Miscellaneous	**Qty**	**# of Days**	**Rate**	**Total**
Flipchart w/ Pad & Markers			$25	
Laser Pointer			$25	
In-Room Operator - Computer/Video Equipment Only (No Audio)				
Dedicated Computer/Video Technician			Call	

Totals		
Equipment Total:	1)	
Equipment Set & Strike: 20% or $45 (whichever is greater)	2)	
Subtotal:	3)	
State Sales Tax:	4)	**N/A**
Total Due:	5)	

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.

Presenter Information

Company Name:

Contact Name:

E-mail Address:

On-site Telephone #:

Address:

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

Credit Cards Type

☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA

Credit Card #: _____

Exp. Date: _____ / _____ Security Code: _____

Card Holder's Name:

Card Holder's Signature:

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

Remit To:

PROJECTION

Toll Free: 800-377-7650

Projection Presentation Technology
5803 Rolling Road
Suite 200
Springfield, VA 22152
Fax All Orders To 301-459-0026
E-Mail: exhibits@projection.com

Installation

Install Date:	**Install Time:**	**:**	**AM/PM**
Start Date:	**Start Time:**	**:**	**AM/PM**
Removal Date:	**Removal Time:**	**:**	**AM/PM**
Facility Name:	**Room Name Or Number:**		

Notes:

Full payment is due at the time services are ordered. All payments must be in U.S. dollars.