







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 **800-377-7650, 301-459-9011**, or send an email to **exhibits@projection.com**.

**To order, please email a completed form to [exhibits@projection.com](mailto:exhibits@projection.com) or fax it to 301-459-0026.**

**\*\*All orders must be finalized by March 16, 2020. Equipment ordered after this date will be based on availability and equipment rates will increase by 15-20%.\*\***

Computers				Qty	# of Days	Rate	Total	Totals	
Laptop: DVD/CD-R, 15.4" Display, WIN10 Office 2016 Pro, Symantec Endpoint Protection, WiFi, Mouse & Cable Lock						\$175		Equipment Total: 1)	
Wireless PC Remote Control						\$25		Material Handling - 15% of line 1: 2)	
Miscellaneous Items				Qty	# of Days	Rate	Total	Set/Strike Labor - 15% of line 1: 3)	
Flipchart w/ Pad & Markers						\$25		Subtotal: 4)	
Laser Pointer						\$25		Tax: 5) N/A	
								Total Due: 6)	
Presenter Information								<p><b>A representative of your company MUST BE PRESENT at the time of delivery to provide set-up instructions and delivery verification. Please note that equipment will not be left in an unattended room.</b></p>	
Company Name:									
Order Contact:									
E-mail Address:									
On-site Contact & Phone Number:									
Address:								<p><b>Credit Cards Type</b></p> <p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  </p>	
City: State: Zip:								Credit Card #:	
Exp. Date: ____ / ____ Security Code: _____								Card Holder's Name:	
<p><b>Installation</b></p> <p>Install Date: Install Time: : AM / PM</p> <p>Start Date: Start Time: : AM / PM</p> <p>Removal Date: Removal Time: : AM / PM</p> <p>Facility Name: Room Name / Number:</p>								Card Holder's Signature:	
<p><b>Order Instructions / Notes</b></p>								<input type="checkbox"/> <b>Check (US Only)</b> <input type="checkbox"/> <b>Wire Transfer</b>	
								<p><b>Remit To</b></p> <p></p> <p>Toll Free: 800-377-7650</p> <p>Projection Presentation Technology 5803 Rolling Road Suite 200 Springfield, VA 22152 Fax: 301-459-0026 E-Mail: <a href="mailto:exhibits@projection.com">exhibits@projection.com</a></p>	