2800 South Potomac Road, Arlington, VA 22202

**RENAISSANCE**

ARLINGTON CAPITAL VIEW HOTEL

(p) 703.413.1300 (f) 571-814.4084

Event Admin: Lydia.R.Harris@Marriott.com

Event Technology Exhibit Order Form

**Customer Information**

|  |
| --- |
| Event Name:  |
| On Site Recipient Name: |
| Company:  |
| Address;  |
| City, State, Zip: |
| Phone Number:  |
| Fax Number: |
| Email Address:  |
| Event Manager for Group:  |
| Event Room:  |
| Booth #:  |
| Set-Up Date & Time:  |
| Removal Date & Time:  |

**Equipment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | PRICE | QTY | TOTAL |
| “Basic” Wired/Wireless Internet Connection (charged per connection) | $20 |  |  |
| “Premium” Wired/Wireless Internet Connection (charged per connection) | $30 |  |  |
| Black and White Laser Printer  | $200 |  |  |
| Color Laser Printer  | $250 |  |  |
| Easel  | $15 |  |  |
| 46" LCD TV Monitor  | $300 |  |  |
| 20" LCD Monitor with DVD Player Package  | $200 |  |  |
| 40" LCD Monitor with DVD Player Package  | $400 |  |  |
| DVD Player  | $60 |  |  |
| Portable Computer Speakers  | $75 |  |  |
| Flip Chart Package  | $50 |  |  |
| Power Strip and Extension Cord (up to 20 amps of power)  | $20 |  |  |
| Power Drop (required when more than 20 amps is needed)  | $250 |  |  |
| LED Up lights (Specify Color Here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )  | $125 |  |  |
| Subtotal:  |  |  | $  |
| Number of Days Needed:  |  |  | X  |
| Service Charge | 25% |  | +  |
| Sales Tax  | 6% |  | +  |
| Total:  |  |   | $  |

571.814.4055

All orders must be received at least 7 days prior to installation date to guarantee availability.

All Cancellations requires 72 hour notice or full rental charges will apply.

For a full list of available equipment or for any equipment not listed, please contact the Event Technology Team at

Credit card payment must be established prior to installation.

**Box Movement Charges (Charged per Move)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | PRICE | QTY | TOTAL |
| Pallets  | $100 |  |  |
| Crates  | $100 |  |  |
| Exhibit Cases (Charged per Case)  | $10 |  |  |
| Boxes (40lbs+ Per Box)  | $10 |  |  |
| 10 or more Boxes (Charged per Box)  | $5 |  |  |
| Tube and Poster Cases (Charged per Tube or Case)  | $5 |  |  |
| Boxes (Less than 40lbs Per Box)  | $5 |  |  |

**Shipping Instructions**

**Shipments being delivered to the Renaissance or Residence Inn Arlington Capital View Hotel must be addressed as follows. (Please note improper labeling instructions will result in delay of box retrieval.)**

Renaissance & Residence Inn Arlington Capital View Hotels

2800 South Potomac Ave.

Arlington, Virginia 22202

Attn: On Property Event Managers Name

Hold For: Exhibitor Company Name/Booth Assignment, On Site Recipient Name

Arrival Date: Contact Arrival Day and Date

The Renaissance & Residence Inn Arlington Capital View Shipping & Receiving Department will only accept packages to be shipped out once the following has been completed:

* Shipping Labels printed and posted on all shipments
* All boxes and crates should be securely packaged and taped
* Carrier has been notified to pick up your packages
* Completion of this form

Name On Card: Signature:

Payment Credit Card: Type: Expiration Date: