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: