

**CONTACT INFO**  
**VOICE: 410-895-1895**  
**FAX: 410-895-1959**



**OFFICE USE ONLY**  
**AVEO#**  
**PMS#**

**BALTIMORE WATERFRONT PLEASE PRINT LEGIBLY**

**2007 EVENT EQUIPMENT ORDER FORM**

COMPUTER		QTY	TOTAL	INFORMATION					
Desktop PC w/windows/OfficeXP	\$ 150.00			EVENT NAME					
Laptop PC w/Windows/Office XP	\$ 150.00								
Laser Printer	\$ 100.00			COMPANY					
A/V		QTY	TOTAL	ADDRESS					
6' Brass Easel	\$ 5.00								
Flipchart	\$ 45.00								
27" TV/DVD Package	\$ 200.00								
LCD Projector - Small Meeting Room	\$ 350.00			CITY					
LCD Accessory Package	\$ 75.00			STATE	COUNTRY	ZIP			
DVD Player	\$ 75.00								
19" Flat Panel Monitor	\$ 150.00			FAX #					
5' - 6' Tripod Screen	\$ 60.00								
42" Plasma Monitor	\$ 550.00			PHONE #					
Wired Microphone	\$ 50.00								
4-6 Channel Mixer	\$ 65.00			MOBILE #					
Wireless Microphone	\$ 175.00								
JBL 10" Powered Speaker	\$ 75.00			EMAIL					
Other:									
INTERNET		QTY	TOTAL	REPRESENTATIVE'S NAME					
High Speed Internet-CAT5 per PC	\$ 150.00								
High Speed Internet-Wireless per PC	\$ 150.00								
TELEPHONE		QTY	TOTAL	ON SITE CONTACT					
House Phone (calls within hotel only)	\$ -								
Local/Long Distance (Dial 9-no incoming)	\$ 75.00			ROOM	BOOTH				
Direct-In-Dial (own phone #)	\$ 100.00								
RIGGING		QTY	TOTAL	SETUP DATE	ACTUAL SHOW DATES				
Rig Points (per ceiling point)	\$ 250.00								
ELECTRICAL		QTY	TOTAL	ADDITIONAL INSTRUCTIONS					
20 Amp / 110 Volt / Dedicated Circuit	\$ 100.00								
100 Amp / 208 Volt / 3 Phase	\$ 400.00								
What will you be utilizing the electrical for?									
<b>SUB TOTAL</b>			\$	<b>PAYMENT BY CHECK</b>					
<b>HOTEL SERVICE CHARGE 22%</b>			x 22%	Please mail checks to the address posted below. Payments by check <b>MUST</b> be received <b>10 days prior</b> to installation.					
<b>SUB TOTAL</b>			\$	700 Aliceanna Street Baltimore Maryland 21202 Attention Event Technology Department					
<b>NUMBER OF DAYS NEEDED</b>			x	<b>PAYMENT BY CREDIT CARD</b>					
<b>SUB TOTAL</b>			\$	<b>CREDIT CARD NUMBER</b> PLEASE PRINT LEGIBLY					
<b>Sales Tax 5%</b>			x 5%						
<b>GRAND TOTAL</b>			\$						
<p><b>ALL CHARGES ARE ON A PER DAY BASIS</b></p> <p>A 5% State Tax &amp; 22% Service Charge which includes set-up and teardown will be applied to all orders. All cancellations require 72 hour notice or full rental charges will apply. Credit or payment <b>MUST</b> be established before installation.</p> <p>** .75 charge per local call. Long Distance rates apply plus 55%.</p> <p>All fees current as of <b>January 2007</b></p>				<b>TYPE</b>		<b>EXP DATE</b>			
				<b>CARDHOLDERS NAME</b>					
				<b>SIGNATURE</b>					