



5701 Marinelli Road  
 Bethesda, MD 20852  
 Phone: (301) 822-9200  
 Fax: (301) 822-9203  
 PLEASE FAX ATTN: EVENT MANAGEMENT

## Audio Visual Exhibit Order Form

All charges are on a per day basis. A 5% State Tax & 20% 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.					
<b>INTERNET - DATA</b>		<b>QTY</b>	<b>TOTAL</b>	<b>INFORMATION</b>	
High Speed Internet Access (1IP)	\$ 450.00			EVENT NAME	
Additional IP Addresses	\$ 125.00				
Network Hub (for multiple IP Addresses)	\$ 100.00			COMPANY	
ISDN & Video Conferencing	CALL				
<b>COMPUTER</b>		<b>QTY</b>	<b>TOTAL</b>		
Desktop PC w/Windows/Office 2000	\$ 150.00			ADDRESS	
Laptop PC w/Windows/Office 2000	\$ 150.00				
(Prices may vary for models with different system requirements. Please call for details)				CITY STATE ZIP	
<b>EQUIPMENT</b>		<b>QTY</b>	<b>TOTAL</b>	PHONE # FAX #	
6' Brass Easel	\$ 15.00				
27" TV/VCR Package	\$ 200.00			MOBILE # EMAIL	
LCD Projector (2000 Lumens)	\$ 750.00				
Overhead Projector	\$ 65.00			REPRESENTATIVE'S NAME TITLE	
21" Data Monitor	\$ 125.00				
8' Tripod Screen	\$ 55.00			REPRESENTATIVE'S SIGNATURE	
42" - 50" Plasma Monitor	CALL				
Wireless Microphone	\$ 150.00			ON SITE CONTACT	
Small Portable Sound System	\$ 150.00				
Other:				ROOM BOOTH	
<b>TELEPHONE</b>		<b>QTY</b>	<b>TOTAL</b>		
House Phone (calls within hotel only)	\$ 25.00				
Local/Long Distance (Dial 9-no incoming)	\$ 65.00			SETUP DATE TIME	
Direct-In-Dial (own phone #)	\$ 100.00				
<b>SUB TOTAL</b>		<b>\$</b>		REMOVAL DATE TIME	
<b>NUMBER OF DAYS NEEDED</b>		<b>X</b>			
<b>Sales Tax 5%</b>		<b>+</b>		<b>PAYMENT BY CHECK</b>	
<b>TOTAL</b>		<b>\$</b>		PLEASE MAIL FORM & CHECK TO: Bethesda North Marriott Hotel 5701 Marinelli Road, North Bethesda, MD 20852	
<p style="text-align: center; margin: 0;">PLEASE NOTE</p> <p style="margin: 0;">Installations occurring before 7:00am, after 6:00pm, weekends and holidays / with multiple phone lines, features, and remote locations are subject to additional technician fees. Credit or payment MUST be established before installation. Connect, disconnect and materials fee will be charged for lines not obtained through the hotel. **.75 charge per local call. Long Distance rates apply plus 55%. <b>All telephone/internet orders MUST be received at least 7 days week prior to installation date.</b> All fees current as of April 2004</p>				<b>PAYMENT BY CREDIT CARD</b>	
				CREDIT CARD NUMBER	
				TYPE	EXP DATE
				CARDHOLDERS NAME	
<b>HOTEL USE ONLY</b>					
SALES MANAGER	PMS #	SIGNATURE			

