



JW MARRIOTT®
WASHINGTON, DC

JW Marriott Washington, DC
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2011 EXHIBITOR EQUIPMENT ORDER FORM

COMPUTER		QTY	TOTAL	INFORMATION		
				EVENT NAME		
Laptop PC w/Windows/Office	\$ 275.00					
Laser Printer	\$ 185.00			COMPANY		
MONITORS		QTY	TOTAL			
21" Flat Panel Monitor	\$ 200.00					
42" Plasma Monitor	\$ 750.00			ADDRESS		
60" Plasma Monitor	\$ 950.00					
AV		QTY	TOTAL	CITY	STATE	ZIP
27" TV/VCR Package	\$ 250.00					
27" TV/DVD Package	\$ 250.00			PHONE #	FAX #	
LCD Projector (meeting room)	\$ 850.00					
6' Tripod Screen	\$ 75.00			MOBILE #	EMAIL	
TELEPHONE		QTY	TOTAL	REPRESENTATIVE'S NAME TITLE		
House Phone	\$ 25.00					
DID Phone Line (direct inward dial)	\$ 125.00			REPRESENTATIVE'S SIGNATURE		
Circle One: In-House Local Long Distance International						
Voicemail Option (requires digital phone)	\$ 50.00			ON SITE CONTACT		
Rollover Option (requires digital phone)	\$ 50.00					
Digital Phone	\$ 150.00			ROOM	BOOTH	
Polycom Speakerphone	\$ 175.00					
BANNER HANGING		QTY	TOTAL	SETUP DATE TIME		
Banner Hanging Fee (per banner)	\$ 75.00					
LIFT RENTAL		QTY	TOTAL	REMOVAL DATE TIME		
Personal Man Lift	\$ 500.00					
INTERNET		QTY	TOTAL	ACTUAL SHOW DATES TIME		
Wired Internet (per computer)	\$ 500.00					
Wireless Internet (per computer)	\$ 125.00					
Additional Computers (each)	\$ 125.00					
ELECTRICAL		QTY	TOTAL	ELECTRICAL NOTICE: Washington, DC code requires that no electrical or apparatus can be connected unless it conforms to the D.C. electrical code. Flexible cords and cables less than #14 gauge are not permitted. Only fixtures with screw-in type allowed with #14-3 SJ cord. No Spring-type clamp spot fixtures or holders will be allowed		
20 AMPS (120V, 1 Phase)	\$ 100.00					
60 AMPS (120V, 1 Phase)	\$ 250.00					
100 AMPS (208V, 1 Phase)	\$ 350.00					
100 AMPS (208V, 3 Phase)	\$ 475.00					
200 AMPS (208V, 3 Phase)	\$ 500.00					
SUB TOTAL	\$			PAYMENT BY CHECK		
HOTEL SERVICE CHARGE 22%	x 22%			Please mail checks to the address posted above. Payments by check must be received 7 days prior to installation.		
SUB TOTAL	\$			PAYMENT BY CREDIT CARD		
NUMBER OF DAYS NEEDED	x			CREDIT CARD NUMBER		
SUB TOTAL	\$					
Sales Tax 6%	x 6%					
GRAND TOTAL	\$			TYPE	EXP DATE	
<p>PLEASE NOTE</p> <p>All charges are on a per day basis. A 6% D.C. sales tax & 22% service charge which includes set-up and teardown will be applied to all orders. Equipment cancelled within 12 hours of an event will be charged 50% of the full price. Credit or payment MUST be established before installation.**Local & Long Distance rates may apply to phone line rentals.</p> <p>All fees current as of October 2009</p>				CARDHOLDERS NAME		
				SIGNATURE		
				PMS # (Hotel Use Only)		