



Audio-Visual and Computer Exhibit Order Form



1300 Pennsylvania Avenue, NW
 Washington, DC 20004
 Tel: 202.312.1379
 Fax: 202.312.1393
itcexhibits@projection.com

Monitors, Computers and Printers

Qty	Days	Equipment	Rate	Total
		20" LCD Display Monitor (Computers Only) Table Stand Only	\$150	
		26" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table Stand Only	\$250	
		32" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table Stand Only	\$350	
		42" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table or Floor Stand, Please choose below	\$550	
		52" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table or Floor Stand, Please choose below	\$650	
		70" LCD Display Monitor (Computers and Video) (16:9 Aspect Ratio) Table or Floor Stand, Please choose below	\$950	
		Monitor Stand: <input type="checkbox"/> Table Stand <input type="checkbox"/> Floor Stand	NC	
		Windows Laptop Computer	\$250	
		Apple Laptop Computer	\$350	
		HP LaserJet Printer (Black and White)	\$250	
		Computer Speakers	\$15	
		Keyboard and Mouse	\$15	

Audio and Video

Qty	Days	Equipment	Rate	Total
		LCD Projector (4500 Lumens) (Requires Cart and Screen)	\$700	
		Projection Cart: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54" - with skirt	\$50	
		Projection Screen: <input type="checkbox"/> 5x5 <input type="checkbox"/> 6x6 <input type="checkbox"/> 7x7 - with skirt	\$70	
		iPod Connection	\$25	
		Wired Microphone: <input type="checkbox"/> Lapel <input type="checkbox"/> Hand-Held <input type="checkbox"/> Headset	\$50	
		Wireless Microphone: <input type="checkbox"/> Lapel <input type="checkbox"/> Hand-Held <input type="checkbox"/> Headset	\$185	
		Single Standing Speaker (100 sq ft range)	\$90	
		JBL Sound System (2 Speakers and 2 Stands)	\$290	
		12 Channel Microphone Mixer (Required for 2 microphones or more)	\$175	

	Totals
Equipment Total:	
On-Site Order Surcharge + 20%	
Delivery/Set-up/Pick-up: (Minimum \$215 or 20% of Equipment Total)	
Sales Tax: (6.00% of Equipment Total)	
Amount Due:	

Ordering: To order Audio-Visual equipment for your booth, please fill out this form and return it with your payment to the fax or email below at least one week prior to the installation date.

Prices: All prices shown are **per day** plus a one-time labor charge for delivery, installation and pick-up. Extensive setups requiring more than one hour will be charged for additional labor. At least 24 hour notice is required for all cancellations or the first day rental rate will be charged.

Installation: Your on-site representative must be on hand to sign for receipt of your order. For security reasons, we strongly recommend that installation be scheduled as late as possible during move-in.

72 hour notice for cancellation. Prices effective 10/2018 and subject to change without notice.
The undersigned acknowledges receipt of the equipment described herein and agrees to assume replacement cost for any loss or damage of said equipment which is the property of Projection National Services.

Signature: _____ Date: _____

**Fax orders to:
202.312.1393**

**Email orders to:
itcexhibits@projection.com**

Exhibitor Information	Payment Information
Company Name:	Name on Credit Card:
Contact: Email:	Billing Address:
Phone: Fax:	City: State: Zip:
Show Name: Booth #:	Printed Name:
Delivery Date: Show Date:	Signature: Date:

Credit Card #:

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Expiration Date:

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CCV:

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Payment Type

<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Check (US Only)
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Additional Instructions