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EVENT EQUIPMENT ORDER FORM

		QTY	TOTAL	INFORMATION
Audio Mixer - Small	\$ 95.00			EVENT NAME
Wired Microphone	\$ 90.00			
Wireless Microphone	\$ 195.00			COMPANY
10" Powered Speaker	\$ 115.00			
Computer Audio Patch	\$ 55.00			ADDRESS
19" Monitor	\$ 95.00			
24" Monitor	\$ 175.00			CITY STATE ZIP
40" Monitor	\$ 375.00			
65" Monitor & Stand	\$ 595.00			PHONE #
DVD Player	\$ 75.00			
Laptop	\$ 255.00			EMAIL
Other:	\$			
Misc		QTY	TOTAL	FORM COMPLETED BY
Easel	\$ 5.00			
Flipchart & Markers	\$ 70.00			ON SITE CONTACT
Flipchart & Markers (Post-it Paper)	\$ 90.00			
Pipe & Drape (Black, per foot)	\$ 23.00			ON SITE CONTACT MOBILE PHONE #
Banner Hang (each)	\$ 175.00			
INTERNET		QTY	TOTAL	ROOM BOOTH
Internet - Simple Wi-fi (3-8Mbps)	\$ 10.00			
Internet - Superior Wi-fi (8-22Mbps)	\$ 13.00			SETUP DATE TIME
Internet - Wired Cat5 1-5Mbit/sec	\$ 95.00			
TELEPHONE		QTY	TOTAL	ACTUAL EVENT DATE(S)
Telephone - 8/9 Line (no incoming)*	\$ 75.00			
Telephone - DID Line (incoming phone #)*	\$ 150.00			ADDITIONAL INSTRUCTIONS
Telephone - Polycom Speakerphone	\$ 175.00			
ELECTRICAL		QTY	TOTAL	CREDIT CARD
20 Amp Dedicated Power Outlet	\$ 105.00			CREDIT CARD NUMBER
30 Amp Dedicated Power Outlet	\$ 175.00			
100 Amp / 208 Volt / 3 Phase	\$ 475.00			TYPE EXP DATE
SUB TOTAL	\$			
HOTEL SERVICE CHARGE 24%	x 24%			CARDHOLDERS NAME
SUB TOTAL	\$			
NUMBER OF DAYS NEEDED	x			SIGNATURE
SUB TOTAL	\$			
Sales Tax 6%	x 6%			PMS # (Hotel Use Only)
GRAND TOTAL	\$			

I certify that all information is complete and accurate. I hereby authorize Renaissance Harborplace Hotel to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

All cancellations require 72 hour notice or full rental charges will apply.

* \$1.00 charge per local call. Long Distance \$4.57 1st minute, Verizon rates apply there after.