

Customer Information

Event Name:
On Site Recipient Name:
Company:
Address:
City, State, Zip:
Phone Number:
Fax Number:
Email Address:
Event Manager for Group:
Event Room:
Booth #:
Set-Up Date & Time:
Removal Date & Time:

Equipment

	PRICE	QTY	TOTAL
"Basic" Wired/Wireless Internet Connection (charged per connection)	\$20		
"Premium" Wired/Wireless Internet Connection (charged per connection)	\$30		
Black and White Laser Printer	\$200		
Color Laser Printer	\$250		
Easel	\$15		
46" LCD TV Monitor	\$300		
32" LCD TV Monitor	\$250		
20" LCD Monitor with DVD Player Package	\$200		
40" LCD Monitor with DVD Player Package	\$400		
DVD Player	\$60		
Portable Computer Speakers	\$75		
Flip Chart Package	\$50		
Power Strip and Extension Cord (up to 20 amps of power)	\$20		
Power Drop (required when more than 20 amps is needed)	\$250		
LED Up lights (Specify Color Here: _____)	\$125		
Subtotal:			\$
Number of Days Needed:			X
Service Charge	25%:		+
Sales Tax	6%		+
Total:			\$

All orders must be received at least 7 days prior to installation date to guarantee availability.

All Cancellations requires 72 hour notice or full rental charges will apply.

Credit card payment must be established prior to installation.

For a full list of available equipment or for any equipment not listed, please contact the Event Technology Team at (571)814.4000

Box Movement Charges (Charged per Move)

	PRICE	QTY	TOTAL
Pallets	\$100		
Crates	\$100		
Exhibit Cases (Charged per Case)	\$10		
Boxes (40lbs+ Per Box)	\$10		
10 or more Boxes (Charged per Box)	\$5		
Tube and Poster Cases (Charged per Tube or Case)	\$5		
Boxes (Less than 40lbs Per Box)	\$5		

Shipping Instructions

Shipments being delivered to the Renaissance or Residence Inn Arlington Capital View Hotel Must be addressed as follows. (Please note improper labeling instructions will result in delay of box retrieval.)

Renaissance & Residence Inn Arlington Capital View Hotels

2800 South Potomac Ave.

Arlington, Virginia 22202

Attn: On Property Event Managers Name

Hold For: Exhibitor Company Name/Booth Assignment, On Site Recipient Name

Arrival Date: Contact Arrival Day and Date

The Renaissance & Residence Inn Arlington Capital View Shipping & Receiving Department will only accept packages to be shipped out once the following has been completed:

- Shipping Labels printed and posted on all shipments
- All boxes and crates should be securely packaged and taped
- Carrier has been notified to pick up your packages
- Completion of this form

Payment Credit Card: _____ Type: _____ Expiration Date: _____

Name On Card: _____ Signature: _____