



5701 Marinelli Road, North Bethesda, MD 20852  
(P) 301.822.9200

PLEASE EMAIL FORM TO: NBCC@Marriott.com

## 2020 AUDIO VISUAL EXHIBIT ORDER FORM

All Charges are on a per day basis. A 6% State Tax & 25% Service Charge which includes set-up & Teardown will be applied to all orders. All Cancellations require 72 hours notice or full rental charges will apply.						
INTERNET - DATA	PRICE	QTY	TOTAL	INFORMATION - Please Fill Out Completely and Legibly		
Internet Connections (Wired)	\$ 125.00			Event Name:		
Internet Connections (Wireless)	\$ 15.00			Company:		
POWER	PRICE	QTY	TOTAL	Address:		
110V 20AMP Dedicated Circuit	\$100.00			City:	State:	Zip:
COMPUTER	PRICE	QTY	TOTAL	Phone #:	Fax #:	
Laptop Computer	\$ 250.00			E-Mail:		
Laser Jet Printer (Black & White)	\$ 250.00			On Site Contact:		
Laser Jet Printer (Color)	\$ 350.00			Event Room:	Booth #:	
EQUIPMENT	PRICE	QTY	TOTAL	Set Up Date:	Time:	
6' Brass Easel	\$ 15.00			Removal Date:	Time:	
42" Monitor/DVD Package	\$430.00			PAYMENT BY CHECK		
60" Monitor/DVD Package	\$690.00			PLEASE MAIL FORM & CHECK TO: Bethesda North Marriott Hotel, 5701 Marinelli Road, North Bethesda, MD 20852 *Please include a copy of the Audio Visual Exhibit Order Form when mailing check*		
LCD Projector (4000 Lumens)	\$ 600.00			PAYMENT BY CREDIT CARD		
19" Flat Panel Monitor	\$ 200.00			A CERTIFI Secure Link will be sent to the e-mail provided. Please fill in your credit card information when you receive the link. You must electronically sign the form and click send.		
60" Monitor and Stand	\$500.00					
42" Monitor and Stand	\$ 350.00			PLEASE NOTE		
Wireless Microphone	\$ 175.00			Installations occurring before 7:00am, after 6:00pm, weekends & Holidays, with multiple phone lines, features, and remote locations are subject to additional technician fees.		
Direct-In-Dial (Own Phone #)	\$ 100.00			Credit or Payment MUST be established before installation. Connect, Disconnect & Materials fee will be charged for lines not obtained through the hotel.		
Conference Phone	\$ 250.00			All Orders MUST be received at least 7 days prior to installation date.		
				*FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE*		
<b>HOTEL USE ONLY</b>						
<b>+ All Totals from Above =</b> <b>SUBTOTAL 1</b>				\$		
<b>Number of Days Needed</b>						
<b>Subtotal 1 x # of Days Needed =</b> <b>SUBTOTAL 2</b>				\$		
<b>Service Charge 25%</b>					0.25	
<b>Subtotal 2 x .25 =</b> <b>SUBTOTAL 3</b>				\$		
<b>Sales Tax 6%</b>					0.06	
<b>Subtotal 3 + (Subtotal 3 x .06) =</b> <b>TOTAL</b>				\$		
Event Manager:				PMS#:		