

CONTACT INFO
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BALTIMORE WATERFRONT

OFFICE USE ONLY
AVEO#
PMS#

PLEASE PRINT LEGIBLY

2010 EVENT EQUIPMENT ORDER FORM

COMPUTER		QTY	TOTAL	INFORMATION		
Desktop PC w/windows/OfficeXP	\$ 250.00			EVENT NAME		
Laptop PC w/Windows/Office XP	\$ 250.00					
Laser Printer	\$ 175.00			COMPANY		
A/V		QTY	TOTAL			
6' Brass Easel	\$ 8.00			ADDRESS		
Flipchart	\$ 55.00					
37" LCD Monitor	\$ 300.00			CITY		
LCD Projector - Small Meeting Room	\$ 650.00					
LCD Accessory Package	\$ 150.00					
DVD Player	\$ 150.00			STATE	COUNTRY	ZIP
19" Flat Panel Monitor	\$ 200.00			PHONE #		
5' - 8' Tripod Screen	\$ 95.00					
42" Plasma Monitor w/ floor stand	\$ 650.00			FAX #		
Wired Microphone	\$ 85.00					
4-6 Channel Mixer	\$ 75.00			MOBILE #		
Wireless Microphone	\$ 185.00					
JBL 10" Powered Speaker	\$ 75.00					
INTERNET		QTY	TOTAL	EMAIL		
High Speed Internet-CAT5 per PC	\$ 75.00					
High Speed Internet-Wireless per PC	\$ 75.00			FORM COMPLETED BY		
TELEPHONE		QTY	TOTAL			
House Phone (calls within hotel only)	\$ -			ON SITE CONTACT		
Local/Long Distance (Dial 9-no incoming)**	\$ 100.00					
Direct-In-Dial (own phone #)**	\$ 125.00					
RIGGING		QTY	TOTAL	ROOM	BOOTH	
Rig Points (per ceiling point)	\$ 250.00					
ELECTRICAL		QTY	TOTAL	SETUP DATE	ACTUAL SHOW DATES	
20 Amp /110 Volt Dedicated Circuit	\$ 100.00					
100 amp 208 Volt 3 phase	\$ 475.00			ADDITIONAL INSTRUCTIONS		
What will you be utilizing the electrical for?						
*ALL CHARGES ARE ON A PER DAY BASIS unless noted				PAYMENT BY CHECK		
SUB TOTAL				Please mail checks to the address posted below, payable to the Baltimore Marriott Waterfront. Payments by check MUST be received 10 days prior to installation. 700 Aliceanna Street Baltimore Maryland 21202 Attention Event Technology Department		
HOTEL SERVICE CHARGE 22%						
SUB TOTAL						
NUMBER OF DAYS NEEDED*						
SUB TOTAL						
Sales Tax 6%				PAYMENT BY CREDIT CARD		
GRAND TOTAL						
<p>A 6% State Tax & 22% Service Charge which includes set-up and teardown will be applied to all orders. All cancellations require 72 hour notice or full rental charges will apply. Credit or payment MUST be established before installation.</p> <p>** .75 charge per local call. Long Distance rates apply plus 55%.</p>				Please use attached form		

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to 410-895-1959.

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Name of Issuing Bank _____

Bank's Phone Number _____

Account type: Individual (personal credit card)
 Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

A/V: \$ _____

I certify that all information is complete and accurate. I hereby authorize the Baltimore Marriott Waterfront to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder signature: _____ Date: _____