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RENAISSANCE®
HOTELS

EVENT EQUIPMENT ORDER FORM

		QTY	TOTAL	INFORMATION				
Audio Mixer - Small	\$ 95.00			EVENT NAME				
Wired Microphone	\$ 95.00							
Wireless Microphone	\$ 205.00			COMPANY				
Desktop Speaker	\$ 85.00							
10" Powered Speaker	\$ 125.00			ADDRESS				
Computer Audio Patch	\$ 55.00							
24" Monitor	\$ 175.00			CITY	STATE	ZIP		
40" Monitor	\$ 375.00			PHONE #				
65" Monitor & Floor Stand	\$ 595.00							
Laptop	\$ 255.00			EMAIL				
MacBook Pro	\$ 395.00							
Other:	\$			FORM COMPLETED BY				
Misc		QTY	TOTAL					
Easel	\$ 5.00			ON SITE CONTACT				
Flipchart & Markers	\$ 75.00							
Flipchart & Markers (Post-it Paper)	\$ 95.00			ON SITE CONTACT MOBILE PHONE #				
Pipe & Drape (Black, per foot)	\$ 23.00							
Banner Hang (each)	\$ 175.00			ROOM			BOOTH	
INTERNET		QTY	TOTAL					
Internet - Simple Wi-fi (10Mbps)	\$ 10.00			SETUP DATE		TIME		
Internet - Superior Wi-fi (30Mbps)	\$ 15.00							
Internet - Wired CAT6 (25Mbps)	\$ 95.00			ACTUAL EVENT DATE(S)				
TELEPHONE		QTY	TOTAL					
Telephone - 8/9 Line (no incoming)*	\$ 75.00			ADDITIONAL INSTRUCTIONS				
Telephone - DID Line (incoming phone #)*	\$ 150.00							
Telephone - Polycom Speakerphone	\$ 175.00			CREDIT CARD				
ELECTRICAL		QTY	TOTAL					
20 Amp Dedicated Power Outlet - Quad Bc	\$ 125.00			CREDIT CARD NUMBER				
30 Amp Dedicated Power Outlet	\$ 225.00							
100 Amp / 208 Volt / 3 Phase	\$ 975.00			TYPE		EXP DATE		
SUB TOTAL		\$		CARDHOLDERS NAME				
HOTEL SERVICE CHARGE 25%		x 25%						
SUB TOTAL		\$		SIGNATURE				
NUMBER OF DAYS NEEDED		x						
SUB TOTAL		\$		PMS # (Hotel Use Only)				
Sales Tax 6%		x 6%						
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.