Meeting & Presentation Audio-Visual/Computer Equipment Order Form
Baltimore Convention Center

PROJECTION

Please enter quantity next to equipment required for your presentation. If you do not see the equipment you require, please call 410-649-7313 **or** 410-649-7317 or email **bccexhibits@projection.com.**

To order, please fax this completed form to Projection at 410-649-7061.

Computers	Qty	# of Days	Rate	Total
Laptop: DVD/CD-R, 15.4" Display, Norton Anti-Virus, WIN 10, Ofc. 2013 Pro,WiFi, 10/100/1000 NIC, Mouse & Cable Lock			$240	
HP LaserJet M602n Printer (weekly rental)			$250	

Cart and Stands	Qty	# of Days	Rate	Total
Safelock Stand (35lbs Max)			$35	
48" Heavy Duty Draped Cart (250lbs Max)			$35	
34" Draped Cart (50lbs Max) - Seated Audience			$35	
54" Draped Cart (130lbs Max) - Walk-by Audience			$35	

Miscellaneous	Qty	# of Days	Rate	Total
Flipchart w/ Pad & Markers			$45	
Presenter's Remote/Slide Advancers (Weekly Rate)			$25	
Laser Pointer			$30	

Totals		
Equipment Total:	1)	
Delivery & Drayage:	2)	Complimentary
Equipment Set-up & Dismantle - 30% of line 1 with a $120 minimum ($165 minimum w/Fast Fold Screen rentals):	3)	
Subtotal:	4)	
State Sales Tax - 6% of line 1:	5)	
Total Due:	6)	

A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended room.

Projectors	Qty	# of Days	Rate	Total
LCD/WUXGA Projector (4200 Lumens) ***HDMI & VGA Inputs***			$590	
LCD/XGA Projector (3000 Lumens) ***VGA Input Only***			$320	
LCD Support Package (proj. stand, power strip, ext cord, & VGA/HDMI cabling)			$50	

Video Equipment	Qty	# of Days	Rate	Total
DVD Player / Blu-Ray Player			$85	
24" LCD Flat Panel Display			$200	
42" HD LCD w/Floor Stand or Table Top Stand			$265	

Screens	Qty	# of Days	Rate	Total
5', 6', 7', or 8' Tripod Screen w/Skirt **(circle preferred screen size)**			$50	
6' x 8' Fast Fold Screen w/Skirt			$60	
7 1/2' x 10' Fast Fold Screen w/Skirt			$80	

Audio	Qty	# of Days	Rate	Total
Mackie 1402 Audio Mixer **(required when multiple mics are used)**			$70	
Audio Direct Box **(required for presentations with audio)**			$25	
Wired Microphone - Handheld or Lavaliere **(circle type)**			$40	
Wireless Microphone - Handheld, Lavaliere, Headset **(circle type)**			$175	
JBL VRX932 Powered Speaker w/ stand			$85	
JBL EON 10" Powered Speaker w/ stand			$65	

Credit Cards Type

☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA

Credit Card #: _____

Exp. Date: _____ / _____ CVV: _____

Card Holder's Name:

Credit Card Billing Address

Card Holder's Signature

☐ **Check (US Only)** ☐ **Wire Transfer**

Presenter Information

Company Name:

Contact: **Email:**

Telephone: **Fax:**

Address:

City: **State:** **Zip:**

Installation

Install Date: **Install Time:** : **AM/PM**

Start Date: **Start Time:** : **AM/PM**

Removal Date: **Removal Time:** : **AM/PM**

Room: **Facility Name:**

Remit To:

PROJECTION

Projection Presentation Technology
One West Pratt Street
Baltimore, MD 21201

Fax All Orders To: 410-649-7061

E-Mail: bccexhibits@projection.com