

EXHIBITOR ORDER FORM

AUDIOVISUAL EQUIPMENT

JW MARRIOTT
INDIANAPOLIS



1	ORDER INFORMATION
BOOTH #s _____	
COMPANY NAME _____	
Address _____	
City _____	
State _____ Zip _____	
EVENT TITLE: _____	
Phone: _____	
Email: _____	
Ordered By: _____	
Contact On-Site: _____	
Contact Phone #: _____	
Delivery Date: _____	
Delivery Time: <i>please circle one of the delivery time frames</i>	
8am-12pm	1pm-4pm
Any between 8am-4pm	
Pickup Date: _____ * Time: _____	
<i>Someone must be present at your booth to accept delivery.</i>	
<i>Delivery will be delayed two hours if no one is present.</i>	

2	PAYMENT OPTIONS
<i>A confirmation will be sent back to you with an order number.</i>	
<input type="checkbox"/>	COMPANY CHECK (no personal checks please.)
	*Make check payable to JW Marriott Indianapolis
<input type="checkbox"/>	CREDIT CARD (please circle card type)
	AmEx Visa MasterCard Discover
Name on Card _____	
Card Number _____	
Security Code _____	
Expiration Date _____	
Signature of Cardholder (please sign on line below)	
<u>Mail Form and Payment To:</u> Markey's Rental & Staging	
	10 South West Street
	Indianapolis, Indiana 46204
or	attn: Markey's Sales Dept.
<u>Fax Form and Payment To:</u> Fax: (317) 860-5801	
	email: snorton@markeys.com

3	TERMS OF RENTAL AGREEMENT
1	Payment is due upon ordering of equipment.
2	Orders received without payment will be returned.
3	100% cancellation fee for less than 24 hours notice from delivery.
4	All cancellations and changes must go through Technology Dept.
5	Someone must be present at your booth to accept delivery.
6	24% Equipment Service Charge will be added to all orders.
7	20% After Deadline Fee for orders received after <i>{enter date here}</i> .
PLEASE SIGN AND DATE ON LINE BELOW	
We understand and agree to the terms listed above.	

4	EQUIPMENT	Show Rate	Qty	Total
MONITORS & PROJECTORS				
	55" 16x9 LCD HDTV w/ Stand	\$700.00	_____	= _____
	40" 16x9 LCD HDTV w/ Stand	\$600.00	_____	= _____
	32" 16x9 LCD HDTV w/ Stand	\$500.00	_____	= _____
	20" Flat Screen LCD PC Monitor	\$300.00	_____	= _____
	Bring Your Own Projector Package	\$350.00	_____	= _____
	includes: cart, AC, power strip, VGA cable		_____	= _____
	LCD Projector with Skirted Stand	\$1,000.00	_____	= _____
VIDEO PLAYERS				
	DVD Player with Auto Repeat	\$190.00	_____	= _____
	BluRay DVD Player	\$200.00	_____	= _____
AUDIO				
	100 Watt Powered Speaker	\$300.00	_____	= _____
	Wireless Lavalier or Handheld Mic*	\$350.00	_____	= _____
	Microphone with Floor Stand *	\$150.00	_____	= _____
	CD Player *	\$150.00	_____	= _____
	4-Channel Microphone Mixer	\$150.00	_____	= _____
	<small>*speaker required for this item.</small>			
MISCELLANEOUS				
	A-Frame Easel	\$50.00	_____	= _____
	Tripod Screen - 70" to 8' wide	\$150.00	_____	= _____
	48" Skirted Monitor Cart	\$100.00	_____	= _____
	25' AC Cord**	\$50.00	_____	= _____
	Multiple Outlet Power Strip**	\$50.00	_____	= _____
	<small>**electricity must be ordered separately. See electrical order form for rates.</small>			
	25' VGA Computer Extension Cord	\$40.00	_____	= _____
	other _____	\$	_____	\$ _____
	other _____	\$	_____	\$ _____
COMPUTERS AND PRINTERS				
	Laptop w/2.4 Ghz, 4MB Ram, 17"	\$400.00	_____	= _____
	Compaq PC w/ 20" Flat, 2.4 Ghz	\$500.00	_____	= _____
MARKEY'S RENTAL & STAGING				
QUESTIONS - PLEASE CALL MARKEY'S SALES (317) 860-4959				

5	ORDER TOTAL
	EQUIPMENT SUBTOTAL* _____ *
	24% Equipment Service Charge* _____ *
	7% Sales Tax _____
	<small>*sales tax applies to equipment rental and service charge</small>
	TOTAL COST FOR YOUR ORDER _____
	OTHER LABOR (if applicable) \$85/hr. _____
	GRAND TOTAL _____
THANK YOU FOR YOUR ORDER. PLEASE REMEMBER TO SIGN THE FORM.	