



Washington Marriott Wardman Park

RETURN COMPLETED FORM TO:
 Presentation Services
 2660 WOODLEY ROAD, NW
 Washington, DC 20008

Phone: 202.332.4178
 Fax: 866.312.5410
 Email: wardmanpark@psav.com

ALL CHARGES MUST BE PREPAID IN ORDER FOR SERVICE TO BE INSTALLED

SHOW:

SHOW DATE:

COMPANY:

Advanced Rates are available 10 days before show opening

BOOTH #:

Once your order is submitted a PSAV Representative will contact you with confirmation

ROOM:

AUDIO VISUAL					
SERVICE - PER DAY	QTY	Days	Advanced Rate	Rate	TOTAL
20" LCD Monitor			\$170.00	\$260.00	
32" Monitor including Stand			\$365.00	\$455.00	
42" Monitor including Stand			\$535.00	\$625.00	
6' Tripod Screen w/Skirt			\$85.00	\$175.00	
Laptop or Desktop Computer Including Monitor/keyboard/mouse			\$265.00	\$355.00	
Basic Exhibit Booth uplighting (includes 4 LED Lights)			\$360.00	\$450.00	
Blu-ray/ DVD / VHS Player - Please indicate			\$95.00	\$185.00	
Write in:					
Set & Strike Fee	1		\$90.00	\$90.00	\$90
SUBTOTAL					

TELECOMMUNICATIONS					
ALL SERVICES INCLUDE LOCAL AND 1-800 NUMBERS. ALL LONG DISTANCE CALLS ARE BILLED AT THE PREVAILING HOTEL RATE. IF LONG DISTANCE SERVICE IS REQUIRED YOU MUST PROVIDE ONE OF THE BELOW LISTED CREDIT CARDS. LONG DISTANCE CALLING CARDS ARE NOT ACCEPTED BY THE HOTEL.					
SERVICE - PER DAY	QTY	Days	Advanced Rate	Rate	TOTAL
DIRECT IN DIAL (DID) LINE			\$155.00	\$200.00	
DIRECT OUT DIAL (DOD) LINE			\$155.00	\$200.00	
Set & Strike Fee	1		\$90.00	\$90.00	\$90
SUBTOTAL					

INTERNET SERVICE					
All IP Address information is assigned automatically via DHCP. Please ensure that the TCP/IP is ENABLED and configured to "OBTAIN AN IP ADDRESS AUTOMATICALLY". If your computer is normally networked in an office setting, please verify compatibility with your IT representative. Outside routers, hubs, or access points are NOT permitted and will NOT operate correctly with our system. FOR ADDITIONAL ASSISTANCE IN CONNECTING PLEASE CONTACT PSAV.					
SERVICE - SHOW RATE	QTY	Advanced Rate	Rate	TOTAL	
STANDARD INTERNET SERVICE - WIRED LINE		\$1,125.00	\$1,405.00		
ADDITIONAL CONNECTIONS - Wired		\$225.00	\$265.00		
WIRELESS INTERNET SERVICE- 1 DEVICE CONNECTION WITH SSID AND CONFERENCE CODE. THE CLIENT IS RESPONSIBLE FOR PROVIDING 802.11B/G WIRELESS ENABLED PC.		\$1,015.00	\$1,095.00		
ADDITIONAL CONNECTIONS - Wireless		\$170.00	\$200.00		
SERVICE PACK (3 Standard Wired Connections)		\$1,500.00	\$1,900.00		
SERVICE PACK (3 Standard Wireless Connections)		\$1,300.00	\$1,450.00		
Static IP Address (w/Standard Internet service or Service Packs)		\$155.00	\$250.00		
Dedicated Internet Service		Please Call	Please Call		
Basic Set-Up Fee - Additional Labor may be required based on order	1	\$90.00	\$90.00	\$90	
SUBTOTAL					

AUDIO VISUAL TOTAL	
TELECOMM TOTAL	
INTERNET TOTAL	
22% SERVICE CHARGE	
SUBTOTAL	
6.0% DC Tax	
TOTAL CHARGES	

BILLING CONTACT INFORMATION

NAME: _____ E-MAIL (Where Credit Card receipt will be sent): _____

ADDRESS: _____

CITY: _____ State: _____ ZIP: _____

PHONE: _____ FAX: _____

CREDIT CARD INFORMATION

Credit Card Wire Transfer Check

Credit Card Account Number CREDIT CARD VERIFICATION #

Expiration Date /

CARDHOLDERS NAME (PLEASE PRINT) BILLING ZIP CODE

X

CARDHOLDERS SIGNATURE _____ Signature confirms acceptance of terms and conditions _____ DATE _____

If paying by Check or Wire Transfer please send the form back with no payment information and you will receive an email with the total due. Checks should be made out to PSAV

ALL EQUIPMENT/LABOR MUST BE PREPAID TO BE EXECUTED.

Updated 08/12