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RENAISSANCE®

BALTIMORE HARBORPLACE HOTEL

EVENT EQUIPMENT ORDER FORM

		QTY	TOTAL	INFORMATION	
4 Channel Mixer	\$ 105.00			EVENT NAME	
Wired Microphone	\$ 95.00			COMPANY	
Wireless Microphone	\$ 205.00				
10" Powered Speaker	\$ 105.00			ADDRESS	
Computer Audio Patch	\$ 75.00				
19" Monitor	\$ 125.00			CITY	
24" Monitor	\$ 195.00				STATE
42" Monitor & Stand	\$ 495.00				ZIP
DVD Player	\$ 75.00			PHONE #	
Laptop	\$ 255.00			EMAIL	
Other:	\$				
	\$				
Misc		QTY	TOTAL	FORM COMPLETED BY	
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)	\$ 145.00				
INTERNET		QTY	TOTAL	ROOM	
Internet - Standard Wi-fi	\$ 12.95			BOOTH	
Internet - Hi-Speed Wi-fi	\$ 15.95			SETUP DATE	
Internet - Wired Cat5 1-5Mbit/sec	\$ 99.95			TIME	
TELEPHONE		QTY	TOTAL	ACTUAL EVENT DATE(S)	
Telephone - 8/9 Line (no incoming)*	\$ 75.00			ADDITIONAL INSTRUCTIONS	
Telephone - DID Line (incoming phone #)*	\$ 150.00				
Telephone - Polycom Speakerphone	\$ 175.00				
ELECTRICAL		QTY	TOTAL	CREDIT CARD	
20 Amp Dedicated Power Outlet	\$ 95.00			CREDIT CARD NUMBER	
30 Amp Dedicated Power Outlet	\$ 150.00			TYPE	
100 Amp / 208 Volt / 3 Phase	\$ 450.00				EXP DATE
SUB TOTAL			\$	CARDHOLDERS NAME	
HOTEL SERVICE CHARGE 24%			x 24%		
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.