

AUDIO/VISUAL RENTAL ORDER FORM



EMBASSY SUITES HOTELS
 3303 Pinnacle Hills Parkway
 Rogers, AR 72758-8936

Embassy Suites Northwest Arkansas

Attn: Scott Zebell/479-845-0157 or szebells@swankav.com

479-254-8400

Return directly by Fax

479-845-0157 fax

VENDOR INFORMATION

Company Name _____ Booth # _____
 Address _____

city st zip
 Phone # _____ Fax # _____
 Ordered By _____ Print Name _____

RENTAL ORDER

		Qty	Advance Price	Floor Order Price	Total
Video/Data	17" DATA/Computer w/ cart		\$85.00	\$100.00	
	20" DATA/Computer Monitor w/cart		\$100.00	\$125.00	
	42" PLASMA Monitor (data/video)		\$375.00	\$450.00	
	VHS Player/Recorder		\$45.00	\$45.00	
	DVD Player		\$50.00	\$50.00	
	6x6' to 8'x8' Screen		\$140.00	\$150.00	
Audio	3300 Lumen LCD Projector		\$300.00	\$350.00	
	Wired Microphone (with stand)		\$40.00	\$45.00	
	Wireless Lavalier or Handheld Microphone		\$135.00	\$150.00	
	4 channel mixer		\$40.00	\$55.00	
	Anchor Liberty Powered Speaker		\$125.00	\$150.00	
	CD Player		\$85.00	\$100.00	
Utilities	Easels		\$25	\$ 25.00	
	High speed internet (wired or wireless, one connection)		\$125	\$250.00	
	Each add'l high speed connection		\$50	\$75.00	
	Various Cables		\$10	\$12.00	
	House Phone (no outside calls)		\$25	\$25.00	
	Phone line for CC Machine (toll free calls only)		\$100	\$100.00	
Outside phone line with phone		\$150	\$150.00		

******* ALL PRICES ARE DAILY, WEEKLY RATE IS BASED ON THREE DAYS*******

prices above include 10% sales tax

NOTE: All tables come clothed and/or skirted unless requested otherwise.

Total

METHOD OF PAYMENT

CASH/CHECK AmEx Discover MC Visa

Card Number _____ Expiration _____

Name as it appears on card _____

I hereby authorize the Embassy Suites Hotel to charge my credit card as described above for payment to cover the charges indicated above.

SIGNATURE _____

PRINT NAME _____

Please contact Scott Zebell at 479-845-3204 or szebells@swankav.com if you have any questions on this sheet.

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Embassy Suites NWA/John Q. Hammons Center