



THE RITZ-CARLTON®
AMELIA ISLAND

**AUDIO VISUAL DEPARTMENT
EXHIBIT ORDER FORM**

Company Name: _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____ On Site Contact: _____

Associated Event Name: NESPS Annual Meeting

Event Room/Booth: _____ Event Date: 10/20-10/22 Time: _____

Method of payment and authorization must be established prior to installation.

Quantity	Service	Daily Rate	# Days	Total
	Power Usage w/ Cord & Strip	\$ 25.00		
	20 AMP Power Usage w/ Cord & Strip	\$ 75.00		
	6X6 Tripod Screen	\$ 75.00		
	Flipchart	\$ 40.00		
	3'x4' Whiteboard	\$ 60.00		
	Easel	\$ 10.00		
	DVD Player	\$ 150.00		
	Laptop Computer, <i>Customized</i>	\$ 350.00		
	17" Flat Panel VGA Monitor	\$ 150.00		
	Projector/Monitor Cart	\$ 25.00		
	Direct Phone Line	\$ 150.00		
	Wired High Speed Internet Connection	\$ 200.00		
	Wireless High Speed Internet Connection	\$ 150.00		
	42" LCD TV	\$ 400.00		
	47" LCD TV	\$ 500.00		
	50" LCD TV	\$ 600.00		
			TOTAL	

Audio Visual prices are based on a daily rate. A 72-hour Cancellation Policy will apply to equipment and labor rentals. Audio Visual prices are subject to a 22% service fee and a 7% sales tax.

Method of Payment: GROUP MASTER ACCOUNT #: _____

Hotel Room #: _____

Credit Card #: _____ Exp. Date: _____ Card Type _____

Authorization Signature: _____ Name: _____

Any questions on additional requirements for your event may be addressed by contacting:

THE RITZ-CARLTON, AMELIA ISLAND
AUDIO VISUAL DEPARTMENT
(904) 277-1099 FAX (904) 321-5000