



**MARRIOTT
AUGUSTA MARRIOTT
AT THE CONVENTION CENTER**

AUDIO VISUAL SERVICES

EXHIBITOR ORDER FORM



SERMACS 2018

COMPUTERS, INTERNET & PHONE LINES

QTY	ITEM	DAILY RATE	DAYS	TOTAL
	PC Laptop Computer	\$220		
	Desktop Computer w/ 19" Monitor	\$235		
	Single User (Hardwire Internet Connection)	\$485		
	Additional Wired Internet Exhibit	\$160		
	Single User (Wireless Internet Connection)	\$120		
	Wi-Fi Exhibit	\$40		
	12 Port HSIA Swithc	\$75		
	50" CAT5 Cable	\$10		

VIDEO EQUIPMENT

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	24" Monitor	\$180		
	49" Monitor	\$410		
	55" Monitor	\$555		
	60" Monitor	\$630		
	Meeting Room Projector Package	\$540		

AUDIO EQUIPMENT

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	4 Channel Mixer	\$62		
	Wired Microphone	\$60		
	Wireless Microphone (Lavalier or Handheld)	\$170		
	Sound System (2 Speakers, 2 Stands, 4 channel mixer)	\$250		
	Meeting Room Projector Package	\$540		

RENTAL CONTRACT MUST BE COMPLETED, INCLUDING METHOD OF PAYMENT, FOR ORDER TO BE PROCESSED.

ALL EQUIPMENT CHARGED AT A DAILY RATE.

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.

2. Risk of Loss: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.

3. Insurance for the subject equipment is Lessee's responsibility.

4. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

5. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.

Pricing includes: In-Room Projection Screen, or Monitor (as available), All Cabling / power to presenter provided laptop, Technical Assistance to interface technology. A 22% Service Charge applies to all items with the exception of labor.

Subtotal

Service Charge: x 22%

Sales Tax: 8%

GRAND TOTAL





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BOOTH INFORMATION

Each square is _____ feet square since my booth _____ feet wide by _____ feet long.

Front adjacent Booth or Aisle Number: _____ Back adjacent Booth or Aisle Number: _____

Left adjacent Booth or Aisle Number: _____ Right adjacent Booth or Aisle Number: _____

DRAW YOUR BOOTH LAYOUT

Please note the following requirements must be met in order for both layout to be accepted:

*Orientation Listed

*Power Distribution Points Listed

*Readable/Legible

*Main Drop Location Listed

Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered. No bulking of power is allowed.
- Notate any 24 hour power requirements. (refrigerator, uninterrupted power equipment).
- If this grid scale is too small for easy drawing, return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

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EXHIBITOR INFORMATION

Event Name _____

Exhibit Dates _____ Ballroom _____

Company/Exhibitor _____ Booth# _____

Contact Name _____

E-mail Address _____

Address _____

City _____ State _____ Zip _____

Phone# _____

CREDIT CARD AUTHORIZATION FORM

Please complete the form if you require direct billing.

(If you do not have a master account established with hotel, you must include this form).

Email form to AugustaMarriottSales@encore-us.com. An Encore Event Technologies representative will call you directly for your credit card number and expiration date

I authorize Encore Event Technologies and Augusta Marriott at the Convention Center to charge my credit card:

Type of Card (check one): American Express Visa MasterCard

Credit Card # _____ Security Code _____ Exp. Date _____

The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.

Card Holder Name _____

Card Holder Address _____

Total Estimated Charges: \$ _____ Phone Number _____

Signature _____ Date _____

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