

**Meeting & Presentation Audio-Visual/Computer Equipment Order Form
Baltimore Convention Center**



Please enter quantity next to equipment required for your presentation. If you do not see the equipment you require,
please call 410-649-7313 or 410-649-7317 or email bccexhibits@projection.com.

To order, please fax this completed form to Projection at 410-649-7061.

Computers				Qty	# of Days	Rate	Total	Projectors				Qty	# of Days	Rate	Total
Laptop: DVD/CD-R, 15.4" Display, Norton Anti-Virus, WIN 10, Current Ofc, WiFi, 10/100/1000 NIC, Mouse & Cable Lock						\$225		LCD/WUXGA Projector (4200 Lumens) *HDMI & VGA Inputs*						\$590	
								LCD/XGA Projector (3000 Lumens) *VGA Input Only*						\$350	
HP LaserJet M602n Printer (Weekly Rental)						\$250		LCD Support Package (proj. stand, power strip, ext cord, & VGA/HDMI cabling)						\$45	
Cart and Stands				Qty	# of Days	Rate	Total	Video Equipment				Qty	# of Days	Rate	Total
Safelock Stand (35lbs Max)						\$35		DVD Player / Blu-Ray Player						\$125	
48" Heavy Duty Draped Cart (250lbs Max)						\$35		48" HD LCD w/Floor Stand or Table Top Stand						\$450	
34" Draped Cart (50lbs Max) - Seated Audience						\$35		55" LCD Flat Panel Display						\$550	
54" Draped Cart (130lbs Max) - Walk-by Audience						\$35		Screens				Qty	# of Days	Rate	Total
								6', 7', or 8' Tripod Screen w/Skirt (circle preferred screen size)						\$60	
Miscellaneous				Qty	# of Days	Rate	Total	5.5' x 9.8' HD Fast Fold Screen w/Skirt						\$140	
Flipchart w/ Pad & Markers						\$40		6' x 10.8' HD Fast Fold Screen w/Skirt						\$200	
Presenter's Remote/Slide Advancers (Weekly Rate)						\$25		Audio				Qty	# of Days	Rate	Total
Laser Pointer (Weekly Rate)						\$25		Mackie 1402 Audio Mixer (required when multiple mics are used)						\$85	
								Audio Direct Box (required for presentations with audio)						\$25	
Equipment Total:				1)				Wired Microphone - Handheld or Lavalier (circle type)						\$50	
Delivery & Drayage:				2)	Complimentary			Wireless Microphone - Handheld, Lavalier, Headset (circle type)						\$175	
Equipment Set-up & Dismantle - 30% of line 1 with a \$120 minimum (\$165 minimum w/Fast Fold Screen rentals):				3)				Professional Gooseneck Wired Microphone						\$55	
Subtotal:				4)				JBL VRX932 Powered Speaker w/ stand						\$95	
State Sales Tax - 6% of line 1 (only):				5)				Credit Cards Type							
Total Due:				6)				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
<p>A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification. Please note that equipment will not be left in an unattended room.</p>								Credit Card #:							
Presenter Information								Exp. Date: _____ / _____ CVV: _____							
Company Name:								Card Holder's Name:							
Contact: _____ Email: _____								Credit Card Billing Address							
Telephone: _____ Fax: _____															
Address:								Card Holder's Signature							
City: _____ State: _____ Zip: _____															
Installation								<input type="checkbox"/> Check (US Only) <input type="checkbox"/> Wire Transfer							
Install Date: _____ Install Time: _____ : _____ AM/PM								<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> </div> <div style="text-align: center;"> Remit To: Projection One West Pratt Street Baltimore, MD 21201 Fax All Orders To: 410-649-7061 </div> </div>							
Start Date: _____ Start Time: _____ : _____ AM/PM															
Removal Date: _____ Removal Time: _____ : _____ AM/PM															
Room: _____ Facility Name: _____								E-Mail: bccexhibits@projection.com							