

EXHIBIT SERVICE CONTRACT



NAME OF CONVENTION: _____

START DATE: _____ END DATE: _____ BOOTH #: _____

COMPANY / CLIENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____ E-MAIL: _____

ENGINEERING - BANNERS/ FLAGS & ELECTRICAL*

QUANTITY	DESCRIPTION	ADVANCED ORDER	FLOOR ORDER	ORDER	TOTAL COST
	Small to Medium Banner Hanging, up to 8'	\$ 75.00	\$	100.00	
	Large Banner Hanging	\$ 125.00	\$	150.00	
	115V, 20 AMP	\$ 38.50	\$	50.00	
	120V, 50 AMP - SINGLE PHASE	\$ 225.00	\$	250.00	
	208 V, 100 AMP - THREE PHASE Client required to bring own wiring	\$ 375.00	\$	425.00	
	208V, 200 AMP - THREE PHASE Client required to bring own wiring	\$ 375.00	\$	425.00	
	LABOR - 7:00 AM - 5:00 PM WEEKDAYS	\$ 55.00	\$	65.00	
	LABOR - 5:00 PM - 7:00 AM WEEKDAYS	\$ 75.00	\$	100.00	
	LABOR - WEEKENDS AND HOLIDAYS	\$ 85.00	\$	150.00	

*All electrical charges are per day. All labor charges are per hour with a one hour minimum. Charges do not include 22% service charge and 6% DC Sales Tax.

EVENT TECHNOLOGY - DATA PROJECTION, OFFICE EQUIPMENT & VIDEO EQUIPMENT **

QUANTITY	DESCRIPTION	ADVANCED ORDER	FLOOR ORDER	ORDER	TOTAL COST
	Conference Speaker Phone	\$ 100.00	\$	110.00	
	22" Flatscreen Data Monitor	\$ 75.00	\$	85.00	
	27" Flatscreen w DVD Combo/ 54" Cart	\$ 225.00	\$	250.00	
	37" 1080p Flatscreen Monitor/ 54" Cart	\$ 350.00	\$	375.00	
	42" 1080p Flatscreen Monitor/ 54" Cart	\$ 425.00	\$	450.00	
	Guest Projection Pkg (pwr, cart, cables, assistance)	\$ 195.00	\$	225.00	
	LCD Projector - 2000 Lumens	\$ 900.00	\$	990.00	
	LDC Projector - 3300 Lumens	\$ 1,200.00	\$	1,320.00	
	LCD Projector - 5000 Lumens	\$ 1,400.00	\$	1,540.00	
	DVD Player	\$ 75.00	\$	85.00	
	5', 6', 7', 8' Tripod Screen	\$ 55.00	\$	60.00	
	Flipchart Easel w/ Plain Pad & Markers	\$ 40.00	\$	44.00	
	Flipchart Easel w/ Post-it Pad & Markers	\$ 60.00	\$	66.00	
	Computer - Laptop	\$ 195.00	\$	225.00	
	High-speed B&W Laser Printer	\$ 150.00	\$	165.00	
	High-speed Color Laser Printer	\$ 250.00	\$	275.00	
	Fax Machine	\$ 125.00	\$	140.00	
	Broadband Internet Line	\$ 125.00	\$	135.00	
	DID Phone Line (+ Usage Charges)	\$ 150.00	\$	165.00	
	In-House Phone	\$ 50.00	\$	55.00	

**This is a binding contract. All Event Technology charges are each, per day. All labor charges are per hour with a four hour minimum. Charges do not include 22% service charge and 6% DC Sales Tax. Less than 24-hour notice for cancellation will result in full rate charge per contract.

PAYMENT

Engineering Equipment	TOTAL		
	Tax 6 %		
	22 % Service Charge		
Engineering	TOTAL		
Event Technology Equipment	TOTAL		
	Tax 6 %		
	22 % Service Charge		
Event Technology	TOTAL		
EVENT EXHIBIT	TOTAL		

This order form must accompany pre-payment via credit card. Payment must be received by The Ritz-Carlton Hotel, Washington D.C, Event Technology Department, 7 days prior to event. This will guarantee installation of all equipment.

PAYMENT BY CREDIT CARD:

TYPE OF CARD: _____ NUMBER: _____

EXP. DATE: _____

CARD HOLDERS NAME: _____

SIGNATURE: _____

DATE: _____