



**HYATT REGENCY  
CRYSTAL CITY  
Exhibitor Order Form**



EQUIPMENT <i>Special equipment needs?...Give us a call!</i>	QTY	x	DAILY COST	x	# OF DAYS	TOTAL
<b>COMPUTERS/LAPTOPS</b>						
Mid-level Desk Top Computer System			\$ 220.00			
Premium Desk Top Computer System			\$ 365.00			
Mid-level Laptop			\$ 190.00			
Premium Laptop			\$ 225.00			
<b>PRINTERS • COPIERS • FAX MACHINES</b>			PLEASE CALL			
<b>COMPUTER MONITORS</b>						
17" Multi-Sync Monitor			\$ 135.00			
21" Multi-Sync Monitor			\$ 195.00			
29" Multi-Sync Monitor			\$ 325.00			
18" LCD Flat Panel Monitor			\$ 365.00			
21" LCD Flat Panel Monitor			\$ 450.00			
<b>DATA/VIDEO AND PROJECTION</b>						
1024 x 768 LCD Projector (850 lumens)			\$ 350.00			
1024 x 768 LCD Projector (2100 to 5000 lumens)			PLEASE CALL			
42" PLASMA SCREEN			\$ 490.00			
50" PLASMA SCREEN			\$ 850.00			
32" Flat Screen Video Monitor with heavy duty cart			\$ 355.00			
27" TV Monitor including S-Video input			\$ 125.00			
DVD Player			\$ 105.00			
1/2" VCR Player/Recorder with S-Video			\$ 85.00			
<b>PUBLIC ADDRESS/ AUDIO SYSTEM</b>						
50Watt PORTABLE SOUND SYSTEM with Floor Microphone			\$ 120.00			
Multi Disk CD Player			\$ 55.00			
<b>CARTS</b> 30", 42", 54" with drape (circle choice)			\$ 25.00			
<b>EASELS</b>			\$ 15.00			
<b>CUSTOM SIGNAGE</b> Posters to banners			From \$ 30.00 PLEASE CALL			
Subtotal						
*DELIVERY, INSTALLATION, REMOVAL & PICK-UP includes, total set-up, pre-testing and takedown at conclusion. * 20%, \$75 minimum						Sales Tax 5.5%
**DAMAGE WAIVER - insurance policy covering accidental damage to rental equipment. **DW 6%						
***ELECTRICAL POWER ARRANGEMENTS are the responsibility of the exhibitor.						<b>TOTAL</b>

<b>EXHIBITOR INFORMATION</b>			<b>PAYMENT INFORMATION</b>	
FIRM NAME	BOOTH NUMBER	BOOTH NAME	The customer agrees to pay in full for loss or theft of any equipment provided by Swank Audio Visuals. Pre-payment must accompany all orders unless prior arrangements have been made. <input type="checkbox"/> CHECK ENCLOSED (Payable to Swank Audio Visuals) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DINERS CLUB	
ATTENTION	ON-SITE CONTACTS			
ADDRESS	ORDERED BY			
CITY, STATE, ZIP				
PHONE	FAX		CARD HOLDERS NAME	
INSTALLATION DATE	TIME		CREDIT CARD NUMBER	EXP. DATE
OPENING DATE	TIME		SIGNATURE	DATE
REMOVAL DATE	TIME			

<b>MAIL TO:</b> SWANK AUDIO VISUALS c/o The Hyatt Regency Crystal City 2799 Jefferson Davis Highway • Arlington, VA 22202	<b>FOR MORE INFORMATION:</b> Phone: 703-413-6430 • Fax: 703-413-6432 Email: 222HC@swank.com
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