



Marriott
INDIANAPOLIS DOWNTOWN
Event Technology Department

350 W. Maryland St. | Indianapolis, IN 46225
Main: 317-822-3500 | Fax: 317-405-6066

Exhibitor Audio Visual Form

AVEO # _____

Account # _____

Show Name: _____
 Show Date(s): _____
 Set Time: _____ Tear Down _____
 Room(s) _____ Booth Number: _____
 Company: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone Number _____ Fax Number: _____
 Fax Number: _____
 Date of Order: _____

VIDEO & DATA MONITORS				
Quantity	Equipment	Price per Day	# of Days	Price
	27" Video Monitor/VCR-DVD Combo Package	\$165.00		
	17" Data Monitor (Flat Screen)	\$125.00		
	42" Plasma Monitor	\$500.00		
	50" Plasma Monitor	\$650.00		
COMPUTERS				
Quantity	Equipment	Price per Day	# of Days	Price
	Laptop computer (P4/2.4GHZ: 512MB,40GB,DVD,CDRW,56K,NIC,15" screen)	\$250.00		
	Desktop Computer (P4/1.7 sff: 256MB, 20 GB, CD) w/ 17" CRT Monitor	\$200.00		
HIGH SPEED INTERNET				
Quantity	Equipment	Price per Day	# of Days	Price
	Wired High Speed Internet Connection *	\$125.00		
	Wireless High Speed Internet Connection *	\$125.00		
	*per device / per day			
PHONE LINES				
Quantity	Equipment	Price per Event	# of Days	Price
	DID Phone Line (direct line to/from outside)*	\$160.00		
	*Does not include Local/Long Distance Charges			
MISCELLANEOUS				
Quantity	Equipment	Price per Day	# of Days	Price
	Tripod Screen	\$60.00		
	Flipchart Package	\$45.00		
	Bring your own projector pkg. (Extension Cord, Power Strip, VGA Extension Cable)	\$50.00		
	VHS Playback Deck	\$65.00		
	DVD Player	\$95.00		
SUMMARY OF CHARGES				
		Equipment, Phone, Internet Connection Sub-Total:		
		22% Service Fee		
		Sub-Total:		
		+ 7% Sales Tax		
		Grand Total:		

Room Charge:
 Name on room _____ Room # _____
 Signature _____ Date _____

Credit Card Charge:
 Credit Card Type: American Express, Visa/MasterCard, Discover (circle one)
 Credit Card Number: _____ Exp. Date ____/____
 Printed Name on Credit Card: _____
 Signature of Cardholder _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Phone Number: _____
 E-Mail Address: _____

For security purposes, a photocopy of the front and back of this credit card must be sent along with this form. I hereby authorize the Indianapolis Marriott Downtown Event Technology department to charge the above listed credit card immediately upon receipt of this authorization. I agree that should the Indianapolis Marriott Downtown Event Technology department be unable to process this credit card, an alternate method of payment will be provided. CANCELLATION POLICY: one day rental fee (including service fee & tax) will be charged unless notified 48 hours prior to the event.