



# ICW / AFFILIATE MEETING AV ORDER



Email: [wccadmin@projection.com](mailto:wccadmin@projection.com)

Phone: 202-249-3711

Fax: 866-728-5938

Projection is the official in-house audio visual, computer, and video display supplier.

Clients requiring AV equipment not supplied by the host event can request supplement equipment and support by completing this form.

## Computers & Accessories

Equipment	Qty	Rental Days	Rate	Total
<b>PC Laptop:</b> 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock			\$255	\$
<b>Mac Laptop:</b> 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock			\$280	\$
<b>B&amp;W Desktop Printer</b>		SHOW RATE	\$380	\$

## Projection Equipment

Equipment	Qty	Rental Days	Rate	Total
<b>LCD Support Package:</b> Includes projector stand / cart, power strip, extension cord, HDMI Cabling			\$105	\$
<b>Projection Assist - Cart, Cables &amp; Tripod Screen</b>			\$170	\$
<b>4500 Lumen Projector &amp; Tripod Screen Package</b>			\$720	\$
<b>5000 Lumen Projector &amp; 6'9"x12' Fast-Fold Screen Package</b>			\$1410	\$
<b>Laser Pointer</b>			\$45	\$
<b>Presentation Slide Remote</b>			\$90	\$
<b>Flipchart with Markers</b>			\$55	\$

## Video Equipment

Equipment	Qty	Rental Days	Rate	Total
<b>21.5" HD LCD:</b> 1920 x 1080 Resolution			\$255	\$
<b>32" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand			\$355	\$
<b>46" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand			\$455	\$
<b>55" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand			\$655	\$
<b>70" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand			\$1055	\$
<b>Monitor Floor Stand Shelf</b>			\$125	\$
<b>USB Media Player</b>			\$80	\$

## Audio Equipment

Equipment	Qty	Rental Days	Rate	Total
<b>Wireless Digital Microphone</b> Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset			\$180	\$
<b>Wired Microphone</b> Please check / circle option <input type="checkbox"/> Podium <input type="checkbox"/> Table <input type="checkbox"/> Floor / Q&A			\$55	\$
<b>Computer Audio - Direct Box</b>			\$80	\$
<b>Small Breakout Room Speaker System</b> Includes (2) Powered Speakers on Stands			\$230	\$
<b>Digital Audio Recorder</b> * requires in-room technician			\$150	\$

\* Multiple Microphones may require a mixer / operator. Projection will advise when we receive your request.  
 \* Additional Audio Visual Equipment Available - Please call Projection at 202-249-3711 for a custom proposal.

Email us your RFP: [wccadmin@projection.com](mailto:wccadmin@projection.com)

<b>Equipment Rental Subtotal</b>	<b>\$</b>
<b>Room Name / Number</b>	



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Totals	
1) Equipment Rental Sub Total: from page 1	\$
2) District of Columbia Sales Tax: 6.0%	\$
3) Equipment Set / Strike Labor: 40% of Equipment Total or \$487.50 flat fee - whichever is greater.  ** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return. ** Meetings requiring in-room operators and Meetings longer than 1-day may require additional float / operation labor. ** Projection will share a proposal for approval before confirming the order request.	\$
4) Order Total:	\$

Order Instructions

## Customer / Meeting Contact Information

Company Name:	Ordered By:
Show / Event Name:	Phone:
Meeting Date(s):	Email:
Meeting Start & End Time:	On-Site Contact Name:
Meeting Room Name / Number:	On-Site Contact Cell Phone:

Audio Visual Equipment must be paid in full for confirmation and delivery.

## Payment Information

Company Name:	Billing Address:
Name on Credit Card:	City: State: ZIP:
Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX	Card Number:
Authorized Signature:	Card Expiration: MM / YY Security Code:

## Remit Payment To

Projection  
Walter E. Washington Convention Center  
801 Mount Vernon Pl. NW  
Washington, DC 20001  
Phone: 202-249-3711  
[www.projection.com](http://www.projection.com)

Complete this form  
and return for order confirmation  
By Email: [wccadmin@projection.com](mailto:wccadmin@projection.com)  
By Fax: 866-728-5938



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## Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

## Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

**PLEASE NOTE:**

**ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

## Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

## Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

## Agreement

**I HAVE READ THE FOLLOWING TERMS AND CONDITIONS**

**Authorized Signature:**

**Date:**

**Company Name:**

**Room #:**