



MARRIOTT  
NEWPORT BEACH

## Exhibit Order Form

### EXHIBITOR INFORMATION

Event Name \_\_\_\_\_

Exhibit Dates \_\_\_\_\_ Ballroom \_\_\_\_\_

Company/Exhibitor \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Fax # \_\_\_\_\_



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EVENT TECHNOLOGY GUIDE

### Audio Equipment

Qty	Items	Daily Rate	Days	Total
	JBL Powered Loudspeaker w/Stand	\$180.00		
	SM-58 Hardwire Microphone w/Stand	\$100.00		
	UHF Wireless Microphone (Handheld or Lavalier)	\$190.00		
	4 Channel Mono Mixer	\$100.00		
	Computer Audio, or MP3 Patch	\$100.00		

### Video Equipment

Qty	Items	Daily Rate	Days	Total
	HD Flat Panel Display Package: <i>(Includes: HD 52" Flat Panel LCD Display, Display Stand, DVD Player, Video &amp; Power Cabling, Set &amp; Strike Labor)</i>	\$650.00		
	22" Monitor	\$175.00		
	32" Monitor	\$325.00		
	Larger Monitor	Call for details		

### Computers, Internet & Phone Lines

Qty	Items	Daily Rate	Days	Total
	PC Laptop Computer	\$250.00		
	Single User <i>(Hardwire Internet Connection)</i>	\$150.00		
	Single User <i>(Wireless Internet Connection)</i>	\$95.00		
	Each add. Internet connection/day <i>(Hardline or wireless)</i>	\$75.00		
	Telephone w/DID Analog Line	\$250.00		

All microphones and playback audio (e.g. laptop audio, MP3 players, etc.) must have an audio mixer and house sound patch/speaker for amplification.



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### Miscellaneous Cables & Power

Qty	Items	Show Rate	Days	Total
	Extension/Power Strip Combo (15 amps)*	\$40.00		
	A/C Extension Cable (additional)	\$20.00		
	Power Strip (additional)	\$20.00		
	VGA Cable (for PC, projectors and monitors)	\$35.00		

Page 2 Total	Enter -->	\$
Service Charge	x 25%	\$
Newport Beach Tax	7.75%	\$
	<b>GRAND TOTAL</b>	<b>\$</b>
* Please contact Encore staff at hotel should there be a need for more than 15 amps		

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
5. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.

RENTAL CONTRACT MUST BE COMPLETED, INCLUDING METHOD OF PAYMENT, FOR ORDER TO BE PROCESSED.

ALL EQUIPMENT ON PAGES 3-4 ARE CHARGED AT A DAILY RATE.



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### CREDIT CARD AUTHORIZATION FORM

Please complete the form if you require direct billing. *(If you do not have a master account established, you must include this form).*

Please make your selection below and email or fax completed to:

Encore Event Technologies:  
FAX: (949) 720-7987  
Please fax order form. Do not email.

I authorize Encore Event Technologies & Newport Beach Marriott to charge my credit card for:

Date of Function \_\_\_\_\_

Name of Event/Group: \_\_\_\_\_

Type of Card *(Check One)*:

American Express \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_

*The hotel may place applicable charges on my credit card for the estimated amount 14 days prior to the function.*

Card Holder Name: \_\_\_\_\_

Card Holder  
Address: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Total Estimated Charges: \$ \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_