

# EXHIBITOR SERVICES FORM

## RONALD REAGAN BUILDING AND INTERNATIONAL TRADE CENTER

Please complete the form below to order onsite services for your exhibit booth. Email the completed form to [pjohnson@rrbitc.com](mailto:pjohnson@rrbitc.com) at least 72 business hours prior to the event date. Onsite requests will require additional fees and might not be able to be accommodated.

### EVENT INFORMATION:

Name of Event:

Exhibiting Company:

Email:

Address:

On-Site Contact:

Date of Event:

Company Contact:

Phone:

City:

Booth Number:

State:

RRB Contact:

Zip:

### ELECTRICAL SERVICES

Item #	Quantity	Description	Rate	Total
1		20 AMP 110V (Standard) Outlet / dedicated	\$150.00	
SPECIAL REQUEST				
			6% SALES TAX	
			TOTAL	

NOTE: Rates noted above are a one-time fee. Please include a diagram of booth if needed. Special requests may require additional fees.

### INTERNET SERVICES

Item #	Quantity	Description	Rate	Total
1		WiFi for up to 50 devices	\$1,000.00	
2		Hardwire Internet 1 - 5 lines	\$625.00	
3		Hardwire Internet 6 - 20 lines	\$2,000.00	
4		Static IP Address	\$200.00	
SPECIAL REQUEST				
			8.75% SALES TAX	
			TOTAL	

NOTE: Rates noted above are for up to 3 days. Please inform your event planning manager if you require internet for more than 3 days. One network hub is included in the rates. Special requests may require additional fees.

### PAYMENT INFORMATION:

All exhibitor services require 100% full pre-payment. For security purposes, we do not collect credit card information directly. Once completed services form is received, the exhibitor will receive a secure payment link via email to enter credit card information. If the billing contact for services needed is different from the one mentioned in the above section. Please complete the information below.

Billing Contact:

Email:

Phone:

If you are tax exempt, please check the box that applies and attached your tax exempt document(s).

Federal: ☐ State: ☐

# EXHIBITOR AUDIO VISUAL ORDER

## Ronald Reagan Building and International Trade Center



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

Phone: 202-312-1379

Fax: 202-312-1393

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.  
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

### Computers & Accessories

Equipment	Qty	Advance Rate	Standard Rate	Total
<b>PC Laptop:</b> 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$500	\$600	\$
<b>Mac Laptop:</b> 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$1,000	\$1,200	\$
<b>Wireless Keyboard &amp; Mouse Set</b>		\$175	\$200	\$
<b>Computer Audio Speakers</b>		\$100	\$125	\$
<b>Wireless Slide Advance Remote</b>		\$110	\$125	\$

### Computer / Video Flat Panel Displays

Equipment	Qty	Advance Rate	Standard Rate	Total
<b>26" HD LCD:</b> 1920 x 1080 Resolution Please check / circle stand <input type="checkbox"/> Table Top		\$500	\$600	\$
<b>32" 4K LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand		\$700	\$850	\$
<b>43" 4K LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand		\$900	\$1,125	\$
<b>55" 4K LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 72" Floor Stand		\$1,300	\$1,550	\$
<b>70" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 84" Floor Stand		\$1,900	\$2,275	\$
<b>85" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> 84" Floor Stand		\$2,500	\$3,000	\$
<b>Floor Stand Shelf</b>		\$125	\$150	\$

### Video Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
<b>Professional Digital Video Disc Player:</b> with repeat function Please check <input type="checkbox"/> DVD / Blu-Ray <input type="checkbox"/> DVD - Region Free <input type="checkbox"/> USB Media Player		\$150	\$200	\$

### Audio Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
<b>Wireless UHF Mic Kit</b> Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Laveliere <input type="checkbox"/> Headset		\$380	\$450	\$
<b>Small Booth Sound System</b> Includes (1) Speaker, Floor Stand, 12-Channel Mixer, (1) Wired Hand Held Microphone with Stand		\$700	\$825	\$
<b>Large Booth Sound System</b> Includes (2) Speakers, Floor Stands, 12-Channel Mixer, (1) Wired Hand Held Microphone with Stand		\$900	\$1,100	\$

### Miscellaneous Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
<b>5,000 Lumen HD LCD Projector:</b> 1920 x 1080 resolution		\$1,200	\$1,450	\$
<b>Projection Support Package:</b> Includes Tripod Screen, Bottom Skirt, AV Cart, Video Cables, Power Cables		\$200	\$250	\$
<b>Tripod Screen with skirt:</b> <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'		\$150	\$200	\$
<b>Monitor (AV) Cart with skirt:</b> <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54"		\$100	\$125	\$

Equipment Rental Subtotal

\$

Booth Number

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<b>Totals</b>
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<b>1) Equipment Rental Sub Total:</b> from page 1	\$
<b>2) District of Columbia Sales Tax:</b> 6.0%	\$
<b>3) Equipment Set / Strike Labor:</b> 40% of Equipment Total or \$240 flat fee - whichever is greater. <i>** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.</i>	\$
<b>4) Order Total:</b>	\$

<b>Order Instructions</b>
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<b>Customer / Exhibitor Information</b>
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<b>Company Name:</b>	<b>Ordered By:</b>
<b>Show / Event Name:</b>	<b>Phone:</b>
<b>Delivery Date:</b>	<b>Email:</b>
<b>Delivery Time:</b> <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	<b>On-Site Contact Name:</b>
	<b>On-Site Contact Cell Phone:</b>

A representative of your company **MUST BE PRESENT** at the time of delivery for set up instructions and delivery verification.  
Please note that equipment will not be left / set up in an unattended booth.

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

<b>Remit Payment To</b>
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Projection  
Ronald Reagan Building and International Trade Center  
1300 Pennsylvania Ave, NW  
Washington, DC 20004  
Phone: 202-312-1379  
[www.projection.com](http://www.projection.com)

Complete this form  
and return for order confirmation  
By Email: [itcadmin@projection.com](mailto:itcadmin@projection.com)

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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:**

**Booth #:**