



## Audio Visual Order Form

\*\*\*Audio Visual service requests must be received by the Catering Department at least (14) days prior to your conference. The following are the most frequently rented equipment by exhibitors. If the equipment need is not listed please call for a full list of our inventory. Prices do not include electrical charges. For WI-FI, guests pay own on site.

Return to: **Doubletree by Hilton**  
**Catering Department**  
**- Attention: Conference Services**  
**50 Kingsmill Road**  
**Williamsburg, VA 23185**  
**(757) 220-2500 Fax: (757) 253-0541**

\*\*\*Note: We cannot guarantee service on late requests.

ITEM	QUANTITY	DAYS	REGULAR PRICE	COST
40" LCD Monitor			<b>\$245.00 per Day</b> (plus service charge and tax)	
Phone Line			<b>\$60.00 per Day</b> (plus service charge and tax)	
Laptop Computer			<b>\$200.00 per Day</b> (plus service charge and tax)	
*Cabling Fee for a Wired Internet Connection			<b>\$150.00 (One Time)</b> (plus service charge and tax)	
*MAC Filtering (Printers, Credit Card Readers...)			<b>\$150.00 (One Time)</b> (plus service charge and tax)	
AV MISC				

*To be completed by catering dept*

Equipment Total :	22% Service Charge	10% VA Sales Tax	Grand Total
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Event Name: \_\_\_\_\_ Dates Equipment Needed: \_\_\_\_\_ to \_\_\_\_\_

Company Name: \_\_\_\_\_ Room/Booth No: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Credit Card: \_\_\_\_\_ Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_