



VENDOR REQUEST FORM

Vendor Name:

Booth Name:

QTY			QTY		
	Video			Office	
	24" Monitor	\$ 150.00		Standard Flipchart	\$ 85.00
	70" Monitor on Rolling Stand	\$ 650.00		Post-It Flipchart	\$ 95.00
	80" Monitor on Rolling Stand	\$ 700.00		6' Easel	\$ 15.00
	HDMI 1x4 Splitter	\$ 250.00		Color Printer	\$ 150.00
	Audio			Laptop PC/MAC	\$ 350.00
	Powered Speaker	\$ 150.00		Power	
	House Audio Patch	\$ 100.00		Power Pack	\$ 35.00
	Wired Microphone	\$ 35.00		<i>Extension cord and power strip 115V, 20amp</i>	
	Wireless Microphone	\$ 200.00		Power Box	\$ 250.00
	PC Audio	\$ 100.00		Power Box, 30amp Single phase	
	4 Channel Audio Mixer	\$ 75.00			
	Internet			Hourly Labor Charges	
	Wired Internet	\$ 150.00		All charges are per hour, One Hour Minimum	
	Custom SSID with password	\$ 300.00		8:00am - 4:00pm	\$ 55.00
	Basic Wireless Internet	\$ 18.00		4:00pm - 8:00am	\$ 75.00
	<i>Based on average speed of 4Mbps per user</i>				
	Advanced Wireless Internet	\$ 24.00			
	<i>Based on average speed of 8Mbps per user</i>				
				If more power is required please contact AVMS	

All Audio Visual Equipment is subject to 25% Service Charge and 6% Sales Tax.

AVMS IS NOT RESPONSIBLE FOR THE SETUP OR TEAR DOWN OF EXHIBITOR BOOTHS.

Notes:

PLEASE CONFIRM THESE ARRANGEMENTS BY FILLING OUT ABOVE AND SCAN BACK TO:

Attn: AVMS - Vendor Form
 Email: pshiflett@avms.com
 Patrick Shiflett (540) 270-9952



THE RITZ-CARLTON®
HOTEL COMPANY, L.L.C.

Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to The Ritz-Carlton, Tysons Corner at 703-506-2690.

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

Other: _____

I certify that all information is complete and accurate. I hereby authorize The Ritz-Carlton, Tysons Corner to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____