

# Ritz-Carlton Shipment Handling & Equipment Rental Form

Company Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ On Site Contact: \_\_\_\_\_

Event Name: Georgia Society of Dermatologists 55<sup>th</sup> Annual Meeting

Event Room/Booth: GSD Exhibit Hall - Salons 2 & 3 Event Date: June 4 - 6, 2010

**Method of payment and authorization must be established prior to installation and/or delivery of shipment.**

Quantity	AV Service	Daily Rate	# Days	Total
	<b>Power Usage w/ Cord &amp; Strip</b>	<b>\$25.00</b>		
	20 AMP Power Usage w/ Cord & Strip	\$ 75.00		
	27" TV/VCR Package	\$ 200.00		
	6X6 Tripod Screen	\$ 75.00		
	Flipchart	\$ 40.00		
	3'x4' Whiteboard	\$ 60.00		
	Easel	\$ 10.00		
	Laptop Computer, <i>Customized</i>	\$ 350.00		
	Computer Security Lock	\$ 25.00		
	17" Flat Panel VGA Monitor	\$ 150.00		
	Monitor Cart	\$ 25.00		
	Phone Line	\$ 150.00		
	Wired High Speed Internet Connection	\$ 200.00		
	Wireless High Speed Internet Connection	\$ 150.00		
# of Boxes	Shipment Delivery Service	Rate per Box		Total
	<b>Shipment Handling Fee</b>	<b>\$10.00</b>	xxxxxxx	
			TOTAL	

**Audio Visual prices are based on a daily rate. A 72-hour Cancellation Policy will apply to equipment and labor rentals. Audio Visual prices are subject to a 21.5% service fee and a 7% sales tax.**

## METHOD OF PAYMENT

Charge to Room at Ritz: (Name of Guest) \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

Cardholder's Name: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_

**SUBMIT COMPLETED FORM to Maryann McGrail, GSD Executive Director  
Fax: (305) 422-3327 | GSD, 6134 Poplar Bluff Cir., Ste 101, Norcross, GA 30092**

**Questions? Email [maryann@theassociationcompany.com](mailto:maryann@theassociationcompany.com) or call 404-310-5866**