



HYATT REGENCY ATLANTA  
ATLANTA, GA



**Internet**

|   | Qty | DAILY RATE |          | Days Used | Total |
|---|-----|------------|----------|-----------|-------|
|   |     | Advanced   | On Site  |           |       |
| Wired Internet Line (per day per device)      |     | \$100.00   | \$250.00 |           |       |
| Wireless Internet Access (per day per device) |     | \$50.00    | \$100.00 |           |       |

**Computer /Display Equipment**

|  | Qty | DAILY RATE |          | Days Used | Total |
|--|-----|------------|----------|-----------|-------|
|  |     | Advanced   | On Site  |           |       |
| 20" Flat screen monitor                                      |     | \$125.00   | \$160.00 |           |       |
| 40" Flat screen monit with stand                             |     | \$300.00   | \$390.00 |           |       |
| 50" Plasma Display with stand                                |     | \$400.00   | \$520.00 |           |       |
| Laptop   |     | \$225.00   | \$290.00 |           |       |
| Desktop Computers (based on availability and specifications) |     | TBD        | TBD      |           |       |

**Customer Information**

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Booth #: \_\_\_\_\_

Fax #: \_\_\_\_\_

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

**Packages**

|                          | Qty | DAILY RATE |          | Days Used | Total |
|--------------------------|-----|------------|----------|-----------|-------|
|                          |     | Advanced   | On Site  |           |       |
| TV/DVD/VCR Combo Package |     | \$350.00   | \$420.00 |           |       |

**Delivery Information**

On-Site Contact: \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Room: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_

Pickup Date: \_\_\_\_\_ Time: \_\_\_\_\_

Cell Number: \_\_\_\_\_

**Audio Equipment**

|  | Qty | DAILY RATE |          | Days Used | Total |
|--|-----|------------|----------|-----------|-------|
|  |     | Advanced   | On Site  |           |       |
| Wired Microphone: Handheld ****                        |     | \$60.00    | \$72.00  |           |       |
| Wired Microphone: Lavalier ****                        |     | \$75.00    | \$90.00  |           |       |
| Wireless Microphone: Handheld / Lavalier / Headset**** |     | \$185.00   | \$222.00 |           |       |
| 4 Channel Mixer****                                    |     | \$70.00    | \$84.00  |           |       |
| Powered Speaker with stand****                         |     | \$80.00    | \$100.00 |           |       |
| Laptop Audio ****                                      |     | \$50.00    | \$75.00  |           |       |
| Other:   |     |            |          |           |       |

\*\*\*\*additional equipment may be required for all audio equipment please contact AV Department directly\*\*\*\*

**Ordering Instructions**

The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.

⇒ Additional equipment is available on request. Please contact Swank Audio Visuals directly for pricing

⇒ TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward

⇒ To guarantee equipment availability and advanced rate, Complete this form in it's entirety atleast seven (14) days before the start day.

⇒ Same day cancellation will be charged at cancellation, 50% of original charges will be applied.

**Comments**

| Rental Totals   |   | PAYMENT IS DUE WHEN ORDER IS PLACED |  |
|---|---|-------------------------------------|--|
| EQUIPMENT TOTAL   |   |                                     |  |
| LOSS DAMAGE WAIVER (7.% of line 1)                                  |   |                                     |  |
| DELIVERY/PICKUP (22% OF LINE 1 OR 50% MINIMUM WHICHEVER IS GREATER) |   |                                     |  |
| SUBTOTAL  | 4 |                                     |  |
| SALES TAX (8% of line 1)  | 5 |                                     |  |
| INTERNET CHARGES  | 6 |                                     |  |
| TOTAL DUE   | 7 |                                     |  |

**Method of Payment**

Card Number: \_\_\_\_\_ Exp Date \_\_\_ / \_\_\_

Card Type(Circle One) : American Express      Visa      Master

Cardholder's Name (as appears on card): \_\_\_\_\_

Cardholders Signature: \_\_\_\_\_

\_\_\_\_\_ Please intial to acknowledge that the form of payment will be a check

All checks must be received 14 days before the event start date to receive the advanced rate.

**Return for Processing**

**SWANK AUDIO VISUALS**

**HYATT REGENCY ATLANTA**

**265 Peachtree Street NE**

**Atlanta, GA, 30303**

**PHONE: 404-460-6550**

**FAX : 404-460-6564**