



## Exhibitor Information Order Form

The Princess Royale Hotel and Conference Center has access to a wide selection of audio visual equipment that may be rented for your meeting needs. If you have additional requirements, please allow substantial time for our staff to make the necessary arrangements. We suggest you reserve AV equipment as early as possible to assure availability.

Name of Event: \_\_\_\_\_ Date(s) Needed: \_\_\_\_\_

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Your Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

*\*The following prices are for the durations of the show and included delivery and removal*

<b><i>Furniture</i></b>	<b><i>Advance Rate</i></b>	<b><i>Floor Rate</i></b>	<b><i>Quantity</i></b>	<b><i># of Days</i></b>	<b><i>Total</i></b>
Easels	\$35.00	\$45.00			
Wastebasket	\$5.00	\$ 10.00			
Material Table	\$35.00	\$45.00			
<b><i>Audio</i></b>	<b><i>Advance Rate</i></b>	<b><i>Floor Rate</i></b>	<b><i>Quantity</i></b>	<b><i># of Days</i></b>	<b><i>Total</i></b>
Podium with Microphone	\$30.00	\$35.00			
WIRELESS LAVALIER MICROPHONE	\$95.00	\$100.00			
WIRELESS HANDHELD MICROPHONE	\$95.00	\$100.00			
EXTENSION CABLES	\$10.00	\$10.00			
<b><i>Screens</i></b>	<b><i>Advance Rate</i></b>	<b><i>Floor Rate</i></b>	<b><i>Quantity</i></b>	<b><i># of Days</i></b>	<b><i>Total</i></b>
6' to 8' Screen	\$45.00	\$50.00			

Video Projector	Advance Rate	Floor Rate	Quantity	# of Days	Total
3000L PROJECTOR with Screen	\$300.00	\$345.00			
<i>*Additional(please fill out with any remainder requested not located on sheet</i>					

**SPECIAL NOTICE:** No nails, bracing wires, tacks, staples or tape used in constructing displays may be attached to walls, floors or ceiling. All property damaged or destroyed by Exhibitors must be replaced to original condition by the Exhibitor at the Exhibitor's expense. All exhibit items must be brought up on the freight elevator only. No retail jewelry booths can be permitted to display at exhibit shows since there is a retail jewelry store on the Hotel premises. Permits for selling must be obtained prior to exhibit show and must be on hand during show hours.

NOTE: Tax on audio/visual equipment is 6 % sales tax and service charge of 20% is applied to all of the above pricing. Fulfilling the audio/visual requirements of your function is a very important factor for a successful meeting. Having the right equipment in the right place and set-up on time can spell success or failure for your conference.

\*All boxes/displays and materials shipped to the hotel should have a Printed Label stating :

- Attn: Princess Royale Sales Office
- Your Company Name
- Company's Contact Person
- Hotel's Address
- Date of Event

If paying by credit card please request Credit Card Authorization Form.

OR Make Checks payable to:

Princess Royale  
9100 Coastal Highway  
Ocean City, MD 21842

\*Checks must be received no later than 7 days in Advance.

If you have any questions about your A/V needs, please contact: [chris@princessroyale.com](mailto:chris@princessroyale.com)  
*Conference Services Manager*  
Chris Pappenfort

410-524-7777 X 2080

9100 Coastal Highway Ocean City, MD 21842-2745

Sales 410-524-2544 Fax: 410-524-8292

[www.princessroyale.com](http://www.princessroyale.com)

E-mail: [chris@princessroyale.com](mailto:chris@princessroyale.com)