



One Ocean Boulevard \* Long Branch, NJ 07740

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**AV REQUEST FORM - 2018**

**RETURN FORM WITH CREDIT CARD**

**OR COMPANY CHECK Payable To:**

Ocean Place Resort & Spa  
One Ocean Blvd. Long Branch, NJ 07740

**RETURN NO LATER THAN**

**2 weeks prior to event**  
(Late fee will apply for ONSITE orders)

Today's Date : \_\_\_\_\_

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

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

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

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

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

Event Date(s): \_\_\_\_\_

Billing City, State Zip: \_\_\_\_\_

Room/Booth: \_\_\_\_\_

Phone: \_\_\_\_\_

Authorized Signer: \_\_\_\_\_

Orders Can NOT be Accepted via FAX

ITEM	# Needed (per day)	REGULAR PRICE (per day)	LATE ORDERS (per day)	# DAYS NEEDED	COST
Power Drop - 120 Volt, 15 AMP w/power strip		\$ 75.00	\$ 95.00		
Power Drop - 208/230V NEMA 6-15		\$ 150.00	\$ 190.00		
6' or 8' Trifold Screen		\$ 90.00	\$ 114.00		
LCD Projector		\$ 315.00	\$ 400.00		
DVD Player		\$ 130.00	\$ 165.00		
Phone Line		\$ 65.00	\$ 82.00		
19"-21" LCD Monitor		\$ 190.00	\$ 241.00		
46" LCD TV (limited quantity)		\$ 495.00	\$ 628.00		
Laptop		\$ 350.00	\$ 444.00		
Wired Internet (per line)		\$ 160.00	\$ 203.00		
Inside Sound Package (Speaker & 4ch Mixer)		\$ 390.00	\$ 495.00		
Wireless Microphone (Requires Inside Sound Pkg)		\$ 180.00	\$ 228.00		

Credit Card Numbers Can Be Accepted Via Phone for Security Reasons

Credit Card Type: \_\_\_\_\_

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

Cardholder's Signature: \_\_\_\_\_

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

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

SUBTOTAL	
21% SERVICE FEE	
LABOR **	
6.625% STATE TAX *	
<b>TOTAL</b>	

\* tax to include subtotal, service fee & Labor



**Payment Policy:** Full payment must accompany this order form two weeks prior to set up date. Orders received after date may be subject to listed late order rates. Only company checks or major credit cards are accepted. Credit card payments must be accompanied by a legible front and back copy of card along with the cardholder's signature for verification. Please bring any questions or concerns regarding this service to our IMMEDIATE attention.

**Cancelations not made within 72 hours of scheduled event must be paid in full. No refund will be issued.**

\* NJ Sales Tax is applicable to the entire subtotal inclusive of Service Fee & Labor unless NJ Sales Tax Exemption documentation can be supplied prior to billing.

\*\* Labor Fees may be applicable for certain items and late orders.

Yellow Indicates Required Fields