

Room Set-Up & Equipment Request Form



Return to:
 Amanda DeHaven, Affinity Plus
 1800 Camden Road
 Suite 107 #213
 Charlotte, NC 28203
 Phone: 704-333-3234 Fax: 704-333-6927

For Operations Use ONLY

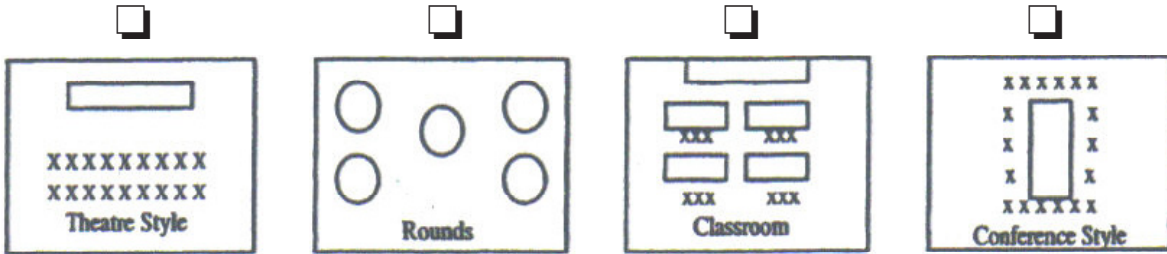
Room Assignment: _____
 Date: _____
 Time: _____

Distribution:
 _____ AV/Equipment
 _____ Rooms
 _____ Meals

Please return completed form by July 1, 2009. Retain a copy for your records.
Payment is DUE July 1, 2009 (ATTACH A COPY OF THIS FORM TO PAYMENT). Payment is needed to confirm any audio visual request.

Name Title of Function: _____
 Day/Date of Function: _____ Time: _____
 Type of Function: (select one) Meeting Seminar NAE4-HA Committee Meal
 Entertainment Other: _____
 Contact Person: _____ Email: _____
 Mailing Address: _____
 Phone: _____ Fax: _____

Preferred Room Set-Up: (select one) Note: This is only a request. Set-ups will be confirmed September 1, 2009.



Other (please describe): _____
 Do you need food and beverage as part of your set-up?
 If yes, please specify: _____

EQUIPMENT NEEDED: (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Extension cord with power strip \$9 | <input type="checkbox"/> Wireless Lavalier microphone \$104 |
| <input type="checkbox"/> 6 ft. Tripod Projection Screen \$26 | <input type="checkbox"/> Overhead Projector \$39 |
| <input type="checkbox"/> Video/Data (LCD) Projector \$260 | <input type="checkbox"/> DVD Player / TV Monitor \$130 |
| <input type="checkbox"/> Flip Chart (with paper and markers) \$22 | <input type="checkbox"/> VCR Player / TV Monitor \$113 |
| <input type="checkbox"/> Easel (no paper; no markers) \$13 | <input type="checkbox"/> Equipment NOT NEEDED |
| <input type="checkbox"/> Hand-held wired microphone \$48 | |

Note: If you bring your own equipment you are responsible for set-up and tear down.

Payment Information:

VISA/MasterCard #: _____ Exp. Date: _____
 Signature: _____ Total Due: _____

Payment **DUE** on July 1, 2009. Equipment request after July 1, 2009 are subject to a \$50.00 late fee and availability of equipment.

Cancellation Policy: Audio Visual charges will be refunded if requested in writing by September 24, 2009. After September 24, 2009 no refunds will be made.