



CREATIVE.
TECHNICAL.

Memorable.

PAYMENT AUTHORIZATION FORM

52 Forest Ave., Suite 6, 2nd Fl
Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108
E-Mail: info@metromultimedia.com

Transparency, Aggregate
Spend & HCP Engagement

AUGUST 13 – 15, 2024

DISCOUNT DEADLINE: 7/26/2024

THE RITZ-CARLTON, TYSONS CORNER

Company:	Booth:
Address:	
City, State, Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
ESTIMATED TOTALS	
Audio Equipment Total	
Projection Total	
Video and Data Display Total	
Labor Total	
Sub Total Estimate due MetroMultimedia	\$
Sales Tax Due on Sub Total Amount	\$
Delivery & Pick Up	\$ 175.00
Total Due MetroMultimedia	\$
PAYMENT AUTHORIZATION	

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

Company Check – Make payable to MetroMultimedia, and reference **Transparency & Agg Spend 2024**. Mail to: 52 Forest Ave, Suite 6, 2nd Floor, Paramus, NJ 07652

****Please Note** – Returned checks are subject to a \$35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.**

Wire Transfers – If paying by wire transfer please contact MetroMultimedia for wire transfer information and include a \$40.00 wire transfer fee.

ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.

Credit Card – For your convenience, MetroMultimedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultimedia charges, and any charges that MetroMultimedia may be obliged to pay on your behalf, including without limitations, any material handling

☐ AMEX

☐ VISA

☐ MASTERCARD

☐ DISCOVER

Exp. Date

Account Number																			
Security Code					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)														

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____ Phone: _____

***The cardholder names above hereby authorize MetroMultimedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: _____ Date: _____

PAYMENT POLICY: MetroMultimedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT. Checks **must** be in US Dollars and drawn on a US Bank.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultimedia rental equipment.

CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - ** NO EXCEPTIONS **

ALL CANCELLATIONS ARE SUBJECT TO A 5% PROCESSING FEE.

CANCELLATIONS RECEIVED AFTER DISCOUNT DEADLINE DATE ARE SUBJECT TO A 25% RESTOCKING FEE



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MetroMultimedia Order Form

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THE RITZ-CARLTON, TYSONS CORNER

DISCOUNT DEADLINE: 7/26/2024

Company Name: _____ Booth #: _____ Booth Size: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Name: _____ Phone: _____ E-Mail: _____
Delivery Date/Time: _____ Pick Up Date/Time: _____
On Site Contact Name: _____ On Site Contact Phone: _____

Audio Equipment	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
1 Speaker Sound System (Speaker, Stand, Mixer, PCDI)		\$174.75	\$218.50		
2 Speaker Sound System (Speakers, Stands, Mixer, PCDI)		\$291.00	\$371.25		
Wireless Microphone (_____ Lavalier, _____ Handheld _____ Headset)		\$142.00	\$177.50		
10 Channel Audio Mixer (required with use of wireless mic)		\$82.00	\$102.50		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
5K Laser Projector		\$600.00	\$750.00		
Tripod Projection Screen _____ 5' _____ 6' _____ 7' or _____ 8'		\$78.00	\$97.50		
Projector Stand		\$25.00	\$31.25		
Custom Projection options are available upon request		Please Call	Please Call		
Computers & Accessories	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Lenovo Thinkpad		\$174.75	\$218.50		
MacBook Pro 15"		\$273.00	\$341.25		
Apple iPad		\$71.00	\$88.25		
iPad Floor Stand (available upon request)		Please Call	Please Call		
Video and Data Display	Qty.	Discounted Daily Rate	Regular Daily Rate	# of Days	Total
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other: _____					
42" Flat Panel Display _____ Table Top _____ Wall Mounted		\$311.25	\$374.00		
55" Flat Panel Display _____ Table Top _____ Wall Mounted		\$491.50	\$614.50		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		\$573.50	\$717.00		
70" Flat Panel Display _____ Wall Mounted		\$644.50	\$805.75		
85" Flat Panel Display _____ Wall Mounted		\$1,310.00	\$1,637.50		
40" Touch Screen Panel Display _____ Wall Mounted		\$546.00	\$682.50		
55" Touch Screen Panel Display _____ Wall Mounted		\$928.00	\$1160.00		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$78.00	\$97.50		
*Dual Post Floor Stand Shelf for Laptop		\$16.50	\$20.75		
Media Player (required for USB playback)		\$54.75	\$68.50		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
Total Audio, Projection & Video and Data Display					\$
A labor charge of \$87.50 per hour may be added depending on the type and quantity of equipment ordered.					
Labor Total					\$
Grand Total Equipment Rental and Labor					\$

Please Note:

Drayage Costs (if applicable) are not included in delivery costs. Regular rate applies if order is received after deadline date.

In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com.

SUBTOTAL = _____ + TAX @ 6.00% = _____ + \$175.00 Deliver & Pick-Up = TOTAL _____

Payment Authorization Form must accompany order.

All Cancellations are subject to a 5% processing fee. Cancellations received after discount deadline date are subject to a 25% restocking fee.

Equipment Cancellations not received 72 Hrs. before delivery date will be charged 100% - **NO EXCEPTIONS**