



**PRESENT E-LEARNING AUDIOVISUAL REQUEST FORM**

**Desert Foot East**

**April 5 – 6, 2025**

**Hotel Audiovisual Needs for Breakout Rooms**

___ SCREEN/POWER -----	\$205.00/day
___ PROJECTOR/SCREEN/POWER-----	\$710.00/day
___ POWER (STRIPS)-----	\$21.00/day
___ POWER (EXT. CORDS)-----	\$21.00/day
___ MICROPHONES (WIRED)/SPEAKER-----	\$205.00/day
___ MICROPHONES (WIRELESS)/SPEAKER-----	\$335.00/day
___ FLIPCHARTS (PLAIN PAPER)-----	\$80.00/day
___ FLIPCHARTS (POST-IT PAPER)-----	\$102.00/day
___ WHITEBOARDS/MARKERS-----	\$90.00/day
___ SPEAKER W/LAPTOP AUDIO-----	\$185.00/day
___ PODIUM-----	no charge

**6.625% Sales Tax on all items**

Company Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

(As it appears on card)

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Statement of Cardholder**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Cardholder

Marriott Teaneck at Glenpointe  
100 Frank W. Blvd.  
Teaneck, NJ 07666