



One Ocean Boulevard * Long Branch, NJ 07740

Phone: 732-571-5757

Email: mperrine@oceanplace.com

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 **	
STATE TAX *	
TOTAL	

* 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.

Cancellations 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