

TELECOMMUNICATIONS ORDER FORM



MARRIOTT MARQUIS
NEW YORK

Telecommunications Hours of Operation: Monday - Friday (8am - 7pm)
Saturday (11am-1pm) (not including holidays)

DATE SUBMITTED _____

Mail checks or inquiries to:

New York Marriott Marquis
ATTENTION: Telecommunications Dept.
1535 Broadway
New York, NY 10036
212-704-8889 FAX 212-930-7680
NEXTEL 347-885-6864

Name of Event: _____ Install Date: _____
 Company: _____ Install Time: _____
 (30 minutes prior to meeting start time)
 Address: _____ Removal Date: _____
 City: _____ State: _____ Zip: _____ Removal Time: _____
 Phone: _____ Fax: _____ Contact: _____
 Location of Equipment: _____ Booth: _____ Hotel Contact: _____

Event Manager: If you are requesting phone numbers please attach a diagram noting location of phone in meeting room.

Quantity Item No. Days * If this request is within 24 hours of meeting time, phone will be installed 15 minutes prior to meeting start time*

_____ **Analog Direct-In-Dial Phonenumber** _____
\$150/ day
Directly accept incoming calls
Dial "9" for outside access
Standard Telephone Included

If you have any needs in addition to the services listed, please contact our Telecommunications Department. We would be happy to accommodate your request.

_____ **Polycom Conference Phone** _____
\$150/ day w/ 2 External Mics
Recommended for conferences of 5-10 people

_____ **Polycom Conference Phone** _____
\$100/ day no additional mics
Recommended for conferences of 2-4 people

_____ **For additional services** _____
please call directly
Including multi-line digital telephones, voicemail, conference bridges etc.

_____ **ISDN Line** _____
\$300/ day
Recommended for Video Conferencing and Radio Broadcast. 2 channel frequency
NO IP ADDRESS.

_____ **Technician Overtime Fee** _____
\$50/ hour
For installations & service not provided between 8 AM and 5 PM Monday - Friday and all day on government recognized holidays

_____ **Miscellaneous** _____
 \$ _____ fee Per Day Flat Rate
Please provide description

TELEPHONE INFORMATION

- All calls will be billed at guest room rates. Local calls are \$1.00 plus taxes (\$1.26) for the first 3 minutes + \$0.02 each additional minute and may be subject to additional local and/or long distance charges. International and Domestic Long Distance calls will be charged to your account and billed at the AT&T Daytime Operator Assisted Rate plus a 55% hotel surcharge. International calls are subject to a connection charge of \$3.25. **There is a \$2.00 charge for all calling card, 800, 888, 877 or 866 calls.**
- Your phone request must be accompanied by a valid credit card number with cardholders name and signature below or payment in advance for installation plus a deposit of \$100 per day per line for telephone calls or you have direct billing established with our credit department.
- HIGH SPEED INTERNET ACCESS** is available upon request. Please contact directed to iBahn at (212) 704-8901
- All fees are subject to 14.32% sales and communications tax.
- The hotel's long distance carrier is AT&T. A fee will be charged to change carriers. A \$500 connect/disconnect fee will be charged for any voice circuit not obtained through the hotel.
- Requests must be submitted within 1 week of installation.
- Fees current as of October 28, 2013. Hotel reserves the right to change prices at any time.

Method of Payment

AMEX Visa MasterCard Discover Diner's Club Other

Card #: _____ Exp. Date: _____

Cardholder: _____

Signature: _____

TECH: _____ AYS MANAGER: _____

Below for Hotel use only

A-1 COMMUNICATIONS BID

REG	OT	SUN/HOL
TOTAL T&M: _____		
INVOICE#: _____		

DATE: _____ PMS#: _____

PHONE TECH AND AYS MANAGER SIGNATURE INDICATES THAT SERVICES REQUESTED AND MATERIALS PROVIDED HAVE BEEN COMPLETED AS SPECIFIED ABOVE BY THE CUSTOMER. I UNDERSTAND THAT THE SERVICES PROVIDED ARE PURSUANT TO TERMS AND CONDITIONS STATED ON FILE IN THE TELECOMMUNICATIONS OFFICE.