

EXHIBITOR SERVICES ORDER FORM



4500 Marriott Drive
Raleigh, NC 27612

(919) 781-7000

Fax Completed Forms to:
Event Planning Office
(919) 571-7445

22 % Taxable Service Charge
and Sales Tax will be applied
to the pricing. For an exact
estimate of charges, Please
consult the Hotel Event
Manager

SERVICES	Price	# of Days	
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QTY. INTERNET SERVICES

	Wireless Connections – per connection, per day	\$25.00		
	Wired Connection – per connection, per day	\$25.00		
	<i>Pricing for more than 10 wired connections available up on request</i>			

QTY. TELEPHONE SERVICES

	Outside Line –	\$50.00		
	Polycom Speaker Phone	\$75.00		

ELECTRICITY SERVICES

Standard power is 120V; a power drop may be needed if more than 120 Voltage is needed

QTY.

	Extension Cord – per day charge	\$5.00		
	Power Strips – per day charge	\$15.00		
	Power Drop – per day charge	\$150.00		

All cords must be taped down by Marriott approved electrical tape.

TOTAL:

Shipping information:

*All Materials shipped should include: Group Name, Date of Event, & Name of Hotel Event Manager.

*Please do not send any materials more than 3 business days prior to event.

*Pallets: Hotel is not responsible for removing pallets or any shipping charges. Pallets must be removed during delivery. **NOTE: Hotel does not have a pallet jack.**

*Materials left more than 3 business days after event are subject to be discarded.

CLIENT INFORMATION

Company/Group Name

Contact Name

Street Address

City State/Zip

Telephone Facsimile No.

Email Address

PAYMENT INFORMATION

Credit Card Visa MasterCard AMEX

Cardholder's Name as on Card (Print)

Cardholder's Address

City State / Zip

Card Number Expiration Date

Authorized Signature

Date:

HOTEL USE ONLY:

Event Manager Folio No.