



-Questions- Engineering Office: (317) 405-6029
 -FAX- Engineering Fax: (317) 405-6028
Attention: Engineering Department
 -EMAIL- joe.kays@indymarriott.com
 -MAIL- 350 West Maryland Street
 Indianapolis, IN 46225

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ENGINEERING AND ELECTRICAL SERVICE ORDER FORM

Today's Date: _____
 Function Name: _____
 Company: _____
 Contact Person: _____
 Address: _____

 Telephone/Fax #: _____

Date & Time of Installation: _____
 Date & Time of Removal: _____
 Room/Booth# _____
 Event Manager: _____
 Convention Name: _____
 Authorized Signers: _____

Electrical Service (includes set-up and disconnect labor, one extension cord, and one connection)

Service	Type	Advanced Order	**50%	Floor Order	**50%	Quantity	Price	Completed by
120v	Standard Outlet (up to 10A/1000w)	\$50.00		\$60.00				
120v	20A (2000w)	\$65.00		\$75.00				
208v	20A-30A 1 phase**	\$95.00	\$47.50	\$105.00	\$52.50			
110v-208v	30A 3 phase cart**	\$120.00	\$60.00	\$130.00	\$65.00			
110v-208v	60A 3 phase cart**	\$140.00	\$70.00	\$150.00	\$75.00			
208v	100A 3 phase **	\$150.00	\$75.00	\$165.00	\$82.50			
208v	200A 3 phase **	\$200.00	\$100.00	\$220.00	\$110.00			

****If multiple day service is required, add 50% of the rate for each additional day
 i.e. You have a 3 day event and need a 60A Panel all three days; it would be calculated \$110+\$55+\$55=\$220**

**Additional Engineering Services
 (Banner Hanging rates include labor and equipment)**

Service	Type	Advance Order	Floor Order	Quantity	Price	Completed by
Banner Hanging	Up to 25 sq. ft.	\$30.00 each	\$40.00 each			
Banner Hanging	Over 25 sq. ft.	\$50.00 each	\$60.00 each			
Multi-Person Scissor Lift		\$80.00 per hour				
(pending availability, must reserve in advance)						
Car Installation		\$150.00 per car, per day				
Hotel Engineering Labor Rates						
Labor Rate		\$55.00 per hour	\$80.00 per hour			
Holiday/Overtime Rate		\$90.00 per hour	\$115.00 per hour			

****Labor charge for changes to the original agreement on day of function will be billed an additional \$25 per hour(1 hour minimum)**

Additional Electrical Rentals

Rental Item	Advance Order	Floor Order	Quantity	Price	Completed by
Quad Box(4 outlets)	\$15.00 each	\$20.00 each			
Power Strip	\$15.00 each	\$20.00 each			
Extension Cord	\$10.00 each	\$15.00 each			

Sub Total \$0.00
 7% Tax \$0.00
Grand Total \$0.00

Prices are subject to change. All materials furnished by Marriott remain the property of Marriott. The use of lamp concords, cube taps or similar devices are not permitted. All extension cords must be a minimum of a 3 wire grounded 14 gauge. Exhibitor is not permitted to use permanent wall or column electrical outlets.

Payment Information	Special Instructions
Method of Payment	
Check# _____	
Master Account# _____	
Room # _____	
Credit Card# _____ Expiration _____	
Name on Card _____	
Signature _____ Date: _____	