



## Electrical Service Order Form

Please contact the Indianapolis Marriott Event Technology Department with any questions.

350 W. Maryland St. | Indianapolis, IN 46225  
Main: 317-822-3500 | Fax: 317-405-6066

Event Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

### Company Information

Today's Date: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Delivery & Set-up Information

Ordered By: \_\_\_\_\_  
 On-Site Contact: \_\_\_\_\_  
 On-Site Contact Phone #: \_\_\_\_\_  
 Delivery Date: \_\_\_\_\_  
 Delivery Time: (Choose Below)  
 Between 8am-12pm  Between 1pm-4pm  Any  
 Pick Up Date \_\_\_\_\_ Time: \_\_\_\_\_

### Payment Information

Check# \_\_\_\_\_ Master Account# \_\_\_\_\_ Room # \_\_\_\_\_  
 Credit Card Type \_\_\_\_\_  
 Name on Card \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Expiration \_\_\_\_\_  
 Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

	Advanced Rate	Floor Order	QTY	Days	Total
<b>120 volt power service</b>					
Up to 10A (1200w)	\$ 60.00	\$ 80.00			
11A-20A (2400w)	\$ 80.00	\$ 100.00			
<b>208 volt - 3 phase power service</b>					
30A 3 phase cart**	\$ 120.00	\$ 130.00			
60A 3 phase cart**	\$ 140.00	\$ 150.00			
100A 3 phase **	\$ 450.00	\$ 550.00			
200A 3 phase ** (call for availability)	\$ 600.00	\$ 700.00			
400A 3 phase ** (call for availability)	\$ 1,000.00	\$ 1,100.00			

### Electrical Equipment Rentals

Rental Item	Advance Order	Floor Order	QTY	Days	Total
25' Extension Cord	\$ 25.00	\$ 30.00			
50' Extension Cord	\$ 35.00	\$ 40.00			
Power Strip (4-6 outlets)	\$ 15.00	\$ 20.00			

Special Instructions: \_\_\_\_\_

Sub Total \_\_\_\_\_  
 7% Tax \_\_\_\_\_  
**Grand Total** \_\_\_\_\_

### Rules and Regulations

- All charges are multiplied by each day of service.
- Cancellation must be received prior to set-up.
- No refunds after installation of service.
- Orders placed on-site or after show move-in will be charged floor order rates.
- Make checks payable to the Indianapolis Marriott Downtown.
- Equipment requiring special power must be discussed with the Event Technology Department prior to ordering.
- Hotel does not accept any responsibility for any injury or damage to equipment or persons caused by power fluctuations beyond the control of the Hotel.
- All materials furnished by the Marriott remain the property of the Marriott.
- The use of lamp cords, cube taps or similar devices is not permitted.
- All extension cords must be a minimum of a 3 wire grounded 14 gauge.
- The use of wall, column and permanent building outlets is prohibited.
- Exhibitors are prohibited from overloading the circuits regardless of the voltage and amperage.

By Signature Below, I agree to all charges specified and agree to abide by the rules and regulations stated on this form. I am authorized to sign for company requesting services.

Customer Name (please print) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_