



## Exhibitor 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: \_\_\_\_\_

### Exhibitor Information

### Delivery & Set-up Information

Today's Date: \_\_\_\_\_ Company: \_\_\_\_\_

Ordered By: \_\_\_\_\_

Address: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

On-Site Phone #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Email: \_\_\_\_\_

Pick Up Date: \_\_\_\_\_

### 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)

|  | Price per day | QTY | Days                    | Total         |
|--|---------------|-----|-------------------------|---------------|
| <b>120 volt power service</b>                  |               |     |                         |               |
| Up to 10A (1200w) per day                      | \$ 60.00      |     |                         | \$0.00        |
| 11A-20A (2400w) per day                        | \$ 80.00      |     |                         | \$0.00        |
| Additional power options available on request. |               |     |                         |               |
| Special Instructions:                          |               |     |                         |               |
|  |               |     | Sub Total               | \$0.00        |
|  |               |     | 7% Tax                  | \$0.00        |
|  |               |     | <b>Electrical Total</b> | <b>\$0.00</b> |

### AV Equipment

| Rental Item           | Price per day | QTY | Days               | Total         |
|-----------------------|---------------|-----|--------------------|---------------|
| 42" Plasma Monitor    | \$ 400.00     |     |                    | \$0.00        |
| 50" Plasma Monitor    | \$ 500.00     |     |                    | \$0.00        |
| Laptop computer       | \$ 250.00     |     |                    | \$0.00        |
| Tripod Screen         | \$ 65.00      |     |                    | \$0.00        |
| DVD Player            | \$ 95.00      |     |                    | \$0.00        |
| Special Instructions: |               |     |                    |               |
|                       |               |     | Sub Total          | \$0.00        |
|                       |               |     | 7% Tax             | \$0.00        |
|                       |               |     | 24% Service Charge | \$0.00        |
|                       |               |     | <b>AV Total</b>    | <b>\$0.00</b> |

### High Speed Internet / Phone Lines

|  | Price per day | QTY | Days                        | Total         |
|--|---------------|-----|-----------------------------|---------------|
| <b>120 volt power service</b>                  |               |     |                             |               |
| Wired High Speed Internet Connection *         | \$ 125.00     |     |                             | \$0.00        |
| Wireless High Speed Internet Connection *      | \$ 125.00     |     |                             | \$0.00        |
| *per device / per day                          |               |     |                             |               |
| DID Phone Line (direct line to/from outside)** | \$ 160.00     |     |                             | \$0.00        |
| **Does not include Local/Long Distance Charges |               |     |                             |               |
| Special Instructions:                          |               |     |                             |               |
|  |               |     | <b>Internet/Phone Total</b> | <b>\$0.00</b> |

**Electrical / AV / Internet / Phone Grand Total** **\$0.00**

### 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.
- 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.
- 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.

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 \_\_\_\_\_