



# Marriott.

## CHICAGO DOWNTOWN MAGNIFICENT MILE

### ELECTRICAL ORDER FORM

PHONE: 312-836-6140      FAX: 312-245-6907

ELECTRICITY				
<u>Qty</u>	<u>Requirements</u>	<u>Advance Fee</u>	<u>Late On Site Fee</u>	<u>Total</u>
___	5 Amp Quad Box	\$75.00	\$85.00	_____
___	10 Amp Quad Box	\$ 90.00	\$100.00	_____
___	15 Amp Quad Box	\$105.00	\$115.00	_____
___	20 Amp Quad Box	\$120.00	\$130.00	_____
___	Additional Power Strips	\$25.00	\$35.00	_____
<b>208 VOLT SINGLE PHASE</b>				
___	15 Amp Feed	\$120.00	\$150.00	_____
___	20 Amp Feed	\$160.00	\$190.00	_____
___	30 Amp Feed	\$200.00	\$250.00	_____
___	40 Amp Feed	\$300.00	\$375.00	_____
___	60 Amp Feed	\$350.00	\$450.00	_____
___	100 Amp Feed	\$500.00	\$625.00	_____
<b>208 VOLT THREE PHASE</b>				
___	15 Amp Feed	\$200.00	\$250.00	_____
___	20 Amp Feed	\$250.00	\$300.00	_____
___	30 Amp Feed	\$350.00	\$400.00	_____
___	40 Amp Feed	\$600.00	\$675.00	_____
___	80 Amp Feed	\$750.00	\$850.00	_____
___	100 Amp Feed	\$1,000.00	\$1,150.00	_____
<b>ADDITIONAL FEES</b>				
	Electrical Permit Fee	\$65.00	\$65.00	_____
	<i>A permit is required for Single or Three Phase power requirements.</i>			
	High Lift Rental with Driver	\$172.00 / hr.	\$198.00	_____
	High Lift Per Day	\$750.00	\$863.00	_____
	Banners To Be Hung	\$ 65.00	\$75.00	_____
	Labor to setup/strike 50+ Exhibit Booths	\$ 65.00/Hr/Man	\$75.00/Hr/Man	_____
<b>TOTAL ELECTRIC</b>				_____

#### ELECTRICAL STIPULATIONS

- Requirements must comply with all City of Chicago codes.
- Rates are subject to change.
- Two-Wire systems & clamp- on lights are not permitted
- Wall outlets *are not* part of the rental space.
- Electricity is charged a "one-time" fee.
- Rates are subject to change without prior notice.

# Marriott.

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### TELEPHONE SERVICE FORM

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#### PRODUCTS

Quantity		Advance <u>Rental</u>	On-Site <u>Rental</u>
_____	Standard Housephone	\$ 20.00	\$ 30.00 \$ _____
_____	House Phone with only 800 access	\$ 65.00	\$ 75.00 \$ _____
_____	House Phone with Access	\$ 70.00	\$ 80.00 \$ _____
_____	“Polycom” Speakerphone with Access	\$200.00	\$225.00 \$ _____
_____	Direct Inward Dial Line w/standard phone	\$ 85.00	\$ 95.00 \$ _____
_____	High Speed Internet Connection	\$100.00	\$100.00 \$ _____
_____	Additional Connections	\$50.00	\$50.00 \$ _____
_____	“Hunt” Group	\$100.00	\$110.00 \$ _____

Number of Days \_\_\_\_\_

SUB-TOTAL \$ \_\_\_\_\_

9% TAX \$ \_\_\_\_\_

22 % SERVICE CHARGE \$ \_\_\_\_\_

9 % SERVICE CHARGE TAX \$ \_\_\_\_\_

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**GRAND TOTAL** \$ \_\_\_\_\_

# Chicago Marriott Downtown Parcel Information

Please ship all boxes to the following address:

Chicago Marriott Downtown  
**Hold for <Group Name> <Arrival Date>**  
C/O <Event Managers Name>  
110 East Grand Avenue  
Chicago, IL 60611

To ensure that all boxes and materials are delivered to your program, please specify the following information:

Function and Contact Name:

Number of Boxes Sent:

Delivery Method: Airborne Federal Express UPS Local Carrier (Circle One)

## Anticipated Delivery Date to Hotel:

## Function Room, Requested Delivery Time and Date:

### Parcel Charges:

\$2.00 per envelope over 5 lbs  
\$5.00 per box under 20 lbs  
\$15.00 per box between 21 and 50 lbs  
\$20.00 per box over 50 lbs plus \$1.00 per each additional 10lbs  
\$75.00 per crate, display or oversized box under 150lbs  
\$150.00 per crate, display or oversized box over 150 lbs  
\$75.00 per pallet (pallets must be self contained and properly sealed)

### **Storage Fees**

Charges apply to any/all material received more than 5 calendar days before date of guest arrival or delivery.

\$25.00 per 100lbs of weight per day for every day prior to the 5 day limit.

### **Loading and Unloading Charges**

\$50.00 per man hour or any portion of an hour will apply if shipping and receiving is involved in the loading or unloading, either manually or by forklift/pallet jack, of any size truck or other conveyance.

**BILLING INFORMATION**

SHOW NAME \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

“SETUP” DATE & TIME \_\_\_\_\_ ”STRIKE” DATE & TIME: \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ FAX \_\_\_\_\_

ON-SITE CONTACT NAME: \_\_\_\_\_

CREDIT CARD TYPE \_\_\_\_\_

NUMBER/ **EXP DATE** \_\_\_\_\_

COMPANY CHECK NUMBER \_\_\_\_\_ HOTEL GUEST ROOM NUMBER \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**OFFICE USE ONLY:**

MAVRICK	
PMS	

## **STIPULATIONS**

- \* ACTUAL CALLS MADE ARE BILLED SEPARATELY.
- \* ALL PRICES ARE *PER DAY, PER LINE*.
- \* *HIGH SPEED* INTERNET CONNECTION SERVICE CHARGE & TAX FEES ARE WAIVED.”
- \* PAYMENT POLICY MUST BE COMPLETED AND SIGNED.
- \* PAYMENT POLICY : 100% INCLUDING TAX DUE BEFORE SHOW OPENING.
- \* MAKE CHECKS PAYABLE TO “*MARRIOTT CHICAGO DOWNTOWN*”
- \* ADVANCE ORDERS MUST BE RECEIVED 5 (FIVE) BUSINESS DAYS BEFORE SHOW OPENING
- \* ALL EQUIPMENT IS SUBJECT TO AVAILABILITY

## **DESCRIPTIONS - DEFINITIONS:**

### **STANDARD HOUSEPHONE**

ALL MEETING ROOMS ARE EQUIPPED WITH A HOUSEPHONE. NO OUTSIDE CALLING ACCESS IS ALLOWED. CALL HOTEL OPERATOR WITH CREDIT CARD INFORMATION.

### **HOUSEPHONE WITH ACCESS**

IN-HOUSE EXTENSION. LONG-DISTANCE CALLING ACCESS IS ALLOWED.

### **DIRECT INWARD DIAL LINE**

A PHONE NUMBER IS ASSIGNED, INCOMING CALLERS CAN REACH YOUR MEETING ROOM DIRECTLY. LOCAL LONG-DISTANCE & IN-HOUSE CALLING ACCESS IS ALLOWED.

### **“POLYCOM” SPEAKERPHONE WITH ACCESS**

IN-HOUSE EXTENSION NUMBER IS ASSIGNED. LOCAL & LONG-DISTANCE CALLING ACCESS IS ALLOWED.

### **“POLYCOM” TELECONFERENCE**

SPEAKERPHONE DESIGNED SPECIFICALLY FOR “CONFERENCE” USE.

### **HIGH SPEED INTERNET CONNECTION**

THE FASTEST WAY TO “SURF THE NET” AT 300 TIMES FASTER THAN CONVENTIONAL DIAL UP ACCESS. CALL FOR ROOM AVAILABILITY.

### **ADDITIONAL CONNECTIONS**

ADDITIONAL LINES REQUESTED FOR USE IN THE SAME ROOM AS THE ORIGINAL LINE. THEY ARE CONNECTED VIA ETHERNET HUB AND CABLES.

### **HUNT GROUP**

WHEN MULTIPLE LINES ARE ORDERED, CALLER WILL BE ABLE TO SWITCH TO, OR “HUNT” FOR DIFFERENT LINES UNTIL OTHER PARTY PICKS UP LINE.

**Attention Exhibitors:**

**In order to minimize the risk of the fire and keep exhibit halls in Chicago as safe as possible, the Chicago Fire Department has established regulations with which we must comply.**

**The Municipal Code states that nothing (for example: fiber cases, cartons, boxes, personal items, give-aways, etc.) may be stored behind or between exhibits booths, behind draperies or under tables. All materials that are needed for repacking purposes must be removed from, the exhibition area. You may keep a one-day supply of literature or product at your booth. Accessible storage is available for additional promotion items or give-aways. Please see the general contractor at the service desk for assistance.**

**The Chicago Fire Department strictly enforces these regulations.**

**Thank you for your cooperation.**

**Sincerely,  
Exhibit Hall Management**