



## SERVICES REQUEST FORM

*Must be received no later than Oct 3, 2009.*

Conference Name: US Army-2010 DL Conference

Conference Date: 3/15/10-3/17/10

Service Begin/End Dates: Set up: 3/14/10 1-5 pm – Breakdown: 3/17/10 5-8 pm

Company Requesting Service: \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Payment:  Check  Visa  MasterCard  American Express  Discover

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_

(Print)

(Signature)

Basic booth fee is \$85.00 plus tax to include table, electrical and wireless connection.

Service for late requests cannot be guaranteed. A charge of \$100 will be applied to all late requests in addition to normal charges. The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

### ELECTRICITY

\_\_\_\_\_ **Table Top Display w/linen (6'X30"), Standard Electrical Service (110 volt 20 amp) and (1) Wireless Connection \$85.00**  
(Power cords are not included)

Quantity	Description	# of Days	Fee Per Day	Total
_____	<b>Specialty Electricity Service (plug in charge)</b>			
_____	208/230 V 50 Amp 1 Phase	_____	\$ 50/circuit	_____
_____	208/230 V 50 Amp 3 Phase*	_____	\$100/circuit	_____
_____	208/230 V 100 Amp 3 Phase*	_____	\$150/circuit	_____
_____	Portable Dedicated Electric Service	_____	\$200/circuit	_____
_____	Hook up charge into electrical panel for 208/230/480		\$250	_____
_____	*User to supply tails from area needed to electrical panel (minimum 100')			
_____	Power Strip		\$ 18.00	_____
_____	Pallet Jack		\$ 50.00	_____
_____	Genie Personnel Lift		\$300.00	_____

**Total Electrical Charges: \$ \_\_\_\_\_**

Note: Any item in excess of 800 lbs. vendor to supply plywood for transporting over carpeted and tile areas of the hotel.

### TELEPHONE/INTERNET PRODUCTS

Description	Rates	# of Days	Amount
Local/ Long Distance Analog Phone Line	\$75 hookup * (plus calls per day)	_____	_____
High Speed Internet Line-Hard Wire	\$150 per day	_____	_____
Additional lines	\$25 per day	_____	_____

**Total Telephone Charges: \$ \_\_\_\_\_**

\*Hotel's published telephone rates will apply for outgoing calls.

**Rules and Regulation**

1. Wall, column and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the Hotel's Engineering department.
2. Under no circumstances shall anyone other than "hotel electricians" make electrical connections, other than to 110 volt outlets.
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment regardless of source of power, must comply with NEC electrical codes as well as local and state codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages caused by exhibitor and/or exhibitor's employees or customers.
8. No items may be affixed to the wall or ceiling without prior approval from hotel management.

**BOX HANDLING/STORAGE**

Quantity	Description	Price per Box per Day	Amount
_____	Small - Large Box /Display Case	<b>\$3.00 each</b>	_____
_____	Heavy Equipment/Crates/Pallets	\$50.00 each	_____
Box handling charges will be billed to the guest/exhibitor.		<b>Total Box Handling Charges:</b>	\$ _____

**Shipping Instructions:**

**Incoming:**

- ◆ Ship packages to arrive NO EARLIER THAN 3 DAYS PRIOR TO SETUP. Boxes that arrive earlier will not be accepted.
- ◆ Address incoming boxes as follows:

*Mr. /Ms. Contact Name*  
**ABC Exhibitor Company Name (if applicable)**  
*c/o (meeting name and start date)*  
**Newport News Marriott**  
**740 Town Center Drive**  
**Newport News, VA 23606**  
**Attention: Tracy Wyckoff**

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items.

**Outgoing:**

- ◆ All outgoing boxes must be packed, sealed and labeled by Exhibitor.
- ◆ Guests can ship out by taking their boxes to the Front Desk by 5:30 p.m. on teardown day (Monday - Friday): Weekend shipments will be stored until Monday. Such shipping charges can be placed on the guest's room bill, on a credit card, or on the guest's UPS or FedEx account (you must provide your own UPS/FedEx account number or labels).
- ◆ Loss Prevention Department will provide a "shipping form" that the Hotel uses internally for proper tracking.
- ◆ Large boxes and exhibit cases need to be taken to the dock area; and Loss Prevention Department will assist with making the arrangements.
- ◆ Questions should be directed to your Conference Services Manager prior to the meeting.

**AUDIO VISUAL EQUIPMENT**

Audio Visual equipment is available by calling the Hotel's Audio Visual Department @ 757-310-5029.

Disclaimer: The Newport News Marriott is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.

<b>Payment:</b>	Table Top Display:	\$85.00
	Total Box Handling Charges:	\$ _____
	<u>Total Telephone Charges:</u>	\$ _____
	<b>Total Charges from above:</b>	\$ _____
	Plus \$25 Late fee if applicable	\$ _____
	<u>Plus Tax (5%)</u>	\$ _____
	<b>Total Amount Due with tax:</b>	\$ _____

**Note: Credit cards will be charged upon receipt of this form.**

Fax or mail completed form to: **Newport News Marriott**  
**740 Town Center Drive**  
**Newport News, VA 23606**  
**Attention: Tracy Wyckoff Email: tdwyckoff@crestlinehotels.com**  
**Phone: 757-310-5015**  
**Fax: 757-310-5040**