|  |
| --- |
|   APPLICATION FOR SERVICES  *(For your Exhibit Booth Phone, Internet & Power Needs)* |

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

Name of Person Ordering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_On-Site Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Event: **SoACE – 2018 Annual Conference**

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POWER** | **Quantity** | **Install****Date/time** | **Uninstall****Date/time** | **Comments** |
| 120V Dedicated / 2000 Watts / 20 Amps $70 each(Included: quad box with (4) outlets.)  |  |  |  |  |
| Power Strip and/or Extension Cord $25 each (specify which or both) |  |  |  |  |
| Special Order, specify: |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INTERNET** | **Quantity** | **Install****Date/Time** | **Uninstall Date/Time** | **Comments** |
| WiFi Internet Package (10) WiFi Connection @ $75 (on-time fee) |  |  |  |  |
| Wired Internet Line\* ($75 per day) |  |  |  |  |
| (\*) - Requests for Wired Internet Needs to be Communicated to Event Manager a Minimum of 72 Hours Prior to Start of Event |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PHONE**  | **Quantity** | **Install****Date/Time** | **Uninstall Date/Time** | **Comments** |
| (DID) line only\* - $150/ Line/ Day |  |  |  |  |
| (DID) line with Standard Phone\* - $175/ Line/ Day |  |  |  |  |
| Polycom Speaker Phone (Line included)\* - $200/ Phone/ Day |  |  |  |  |
| (\*) - There will be a $100.00 charge for each phone not returned to the Hotel Technology Department. - Phone call charges are additional  |

**Any/All service(s) order must be received 7 business days prior to the install date to avoid additional charges. Additional charges are based on services ordered.**

**Taxes (8%) and service charges are additional (24%).**

**Additional internet, power and phone capabilities are available; please contact the event manager for more information.**

**BILLING**

\_\_\_\_\_Group Master Account; Group name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Credit Card (separate form to fill out)

\_\_\_\_\_Guest Room; Name of guest or confirmation number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return form to:**

**Dawn McEachern, Sr. Admin - Event Planning (for Sean Ware) – Fax: 404-586-6258**

**dawn.mceachern@marriott.com**