

## Exhibitor Utility Order Form

Nashville Airport Marriott  
600 Marriott Drive  
Nashville, TN 37214

Attention: Event Technology  
Phone: (615) 872-2929  
Fax: (615) 889-9315

**All Forms Should Be Returned to Your Event Management Contact Via E-Mail**

**Hand Written Forms May Be Faxed Back to your Event Management Contact or the Fax Number Above**

Please complete all the "Yellow" Shaded Area Including Contact Information, Equipment Required & Payment Information

<b>Name of Event/Convention:</b>		<b>Show Dates:</b>	
<b>Exhibitor/Company Name:</b>			
<b>Onsite Contact:</b>		<b>Booth #:</b>	
<b>Billing Address:</b>		<b>Phone #:</b>	
<b>State:</b>	<b>Zip Code:</b>	<b>Cell #:</b>	
<b>E-Mail Address:</b>			

**NOTICE**

1. Orders must be received 7 days prior to installation.
2. Only signed and acknowledged orders can be serviced by hotel personnel.
3. Payment must be received 7 days prior to installation.
4. Hotel absolutely cannot guarantee satisfaction on orders received less than 5 days prior to required exhibit setup date.
5. Charges will be 25% higher on all orders received after arrival. Orders received after arrival are not guaranteed.
6. Charges for orders received may have to be increased if total show requirements exceed availability.
7. Other areas, including outside power, priced on request.

Quantity	Description	# Days	Unit Price	TOTAL
0	Exhibit Power Booth(includes power strip and extension cord)	1	\$ 40.00	\$ -
0	Multi-Plug Power Strip	1	\$ 20.00	\$ -
0	Direct In Dial Phone Line with Phone (modem compatible)	1	\$ 100.00	\$ -
0	Wireless Internet Connection (single IP address/computer)	1	\$ 25.00	\$ -
0	Wired (Cat-5) Internet Connection (single IP address/computer)	1	\$ 100.00	\$ -
0	50" Plasma Display Monitor with choice of DVD or VHS player	1	\$ 550.00	\$ -
0	LCD Projector (2500 Lumens)	1	\$ 300.00	\$ -
0	27" TV Monitor with choice of DVD or VHS player	1	\$ 200.00	\$ -
0	Wireless Mouse	1	\$ 50.00	\$ -
0	19" Flat Screen Computer Monitor	1	\$ 150.00	\$ -
0	Tripod Sign Easel	1	\$ 10.00	\$ -
0	Flipchart Kit with Pad & Markers	1	\$ 40.00	\$ -
0	6' Tripod Screen	1	\$ 70.00	\$ -

\*All pricing is subject to 22% taxable service charge and 9.25% sales tax.

\*All pricing is a per day charge.

\*All Direct Dial Phone Lines are subject to guest room toll charge rates.

\*Pricing is valid through December 31, 2008

SubTotal	
22% Service Chg	
9.25% Sales Tax	FALSE
<b>TOTAL DUE</b>	

**Billing Instructions**

<b>Option 1)</b> Bill To Guest Room	Please provide Guest Name/Confirmation #:	
<b>Option 2)</b> Bill to Credit Card	Credit Card Number:	
	Exp. Date:	Signature:
<b>Option 3)</b> Check is Enclosed	Amount:	Check #:

*Note: The Nashville Marriott assumes no liability for failure of electrical current, supply or output, and makes not warranties that the electric sources located at the hotel are suitable for any particular purpose. All items within the designated exhibit area are the responsibility of the exhibitor. The Nashville Marriott assumes no liability for any items that are left unattended within the exhibit area at any time.*

**SHIPPING INFORMATION:**

All shipment of exhibit materials should be directed through to the shows official decorating company. Any shipments sent direct to the hotel will only be accepted 72 hours or less in advance of the show setup.

All shipments received at the hotel will be subject to the following fees:

Boxes: \$5.00 per box under 25 lbs, \$10.00 per box over 25 lbs Pallets: \$50.00 per pallet