

EXHIBITOR SERVICES ORDER FORM

Show Name:	Booth Number:
Company Name:	Phone Number:
Street Address:	Fax Number:
City, State & Zip:	E-mail Address:
Contact Prior to Arrival:	Move-in Date:
On-Site Contact:	Move-out Date:

	Rate	Quantity	Number of Days	Total Charge
ELECTRICAL & UTILITY SERVICES				
20 Amp, 1 Phase-Single Outlet	\$26.29 /Day			
Power Strip	\$13.14 /Day			
Extension Cord	\$13.14 /Day			
CONNECTIVITY SERVICES				
Wireless High-speed Internet (daily price per computer) (IP Address assigned by DHCP)	\$32.86 /Day			
Direct Dial Line (weekly price per line)*	\$262.88 /Week			
AUDIO/VISUAL SERVICES				
19" LCD Computer Monitor (15 pin VGA connection)	\$98.58 /Day			
42" Plasma Monitor (with built-in speakers and table stand)	\$460.04 /Day			
50" Plasma Monitor (with built-in speakers and table stand)	\$591.48 /Day			
DVD Player	\$46.00 /Day			
Laptop (PC) w/ Windows and Office (weekly price per Laptop)	\$328.60 /Week			
SUBTOTAL				
(Prices reflect applicable Hotel Service Charge & Sales Tax)				
ONE-TIME LABOR CHARGE				\$ 40.00
(All Services Subject to One-time set-up fee)				
TOTAL CHARGES				

* Local and Long Distance calls by dialing 9+ the number. Incoming calls through (313) + your assigned 7- Digit Number. Fees DO NOT include usage which will be charged to your account daily. Credit Card is required for DID Lines.

If you have any questions, need specialized equipment or need something that is not listed, please give us call.

Please note special needs required for the Exhibit: _____

METHOD OF PAYMENT (Circle One): Credit Card Check

Name on Card _____ Exp Date: _____

Credit Card Number _____

Signature: _____ Date: _____

Please mail check 14 days prior to:
 Detroit Marriott
 Event Technology Department
 Renaissance Center
 Detroit, MI 48243
FAX: (313) 568-8778

POLICIES

Orders must be received 14 DAYS prior to the event date. Orders received within less than 14 days of the event date are subject to availability and a \$25.00 late processing fee.

All services must be paid for in advance by check or credit card. Orders canceled less than 48 hours prior to the event are subject to a full day rental charge. Contact is responsible for loss or damage to the rental equipment during the event.

I understand the policies regarding use of Exhibitor Services, Audio/Visual Equipment, and/or the use of Phone Lines and agree to all the terms and conditions outlined on this page.

Hotel Use Only

Date Received: _____
 House Account #: _____