

EXHIBIT EQUIPMENT ORDER FORM
Woodlands Waterway Marriott 2016



VIDEO *Prices Do not Reflect Tax and service charge*				
	Quantity	Daily Rate	# Days	Total
Additional Power Strips		\$16.00		
DVD Player		\$50.00		
19" Flat Screen LCD Computer Monitor - cost of power and powerstrips are included		\$130.00		
32" Flat Screen LCD Computer Monitor - cost of power and powerstrips are included		\$175.00		
42" Flat Screen LCD Computer Monitor - cost of power and powerstrips are included		\$225.00		
60" Flat Screen LCD Computer Monitor - cost of power and powerstrips are included		\$450.00		
Laptop Computer w/ MS Office		\$125.00		

ELECTRICITY - 436 *Prices Do not Reflect Tax and service charge*				
** Charges only apply to Exhibit Dates**				
	Quantity	Daily Rate	# Days	Total
20 Amp, 110 Volt Circuit, 2200 Watt (Standard) w/comp power strip.		\$70.00		
208 Volt Circuit (per Amp)		\$10.00		

HIGH SPEED INTERNET ACCESS - 439 *Prices Do not Reflect Tax and service charge*				
	Quantity	Daily Rate	# Days	Total
High Speed Wireless Internet		\$75.00		
High Speed Wired Internet		\$150.00		

No server/router/hub is allowed on the Network without prior approval from Marriott

TELEPHONE - 436 *Prices Do not Reflect Tax and service charge*				
	Quantity	Daily Rate	# Days	Total
Analog Telephone Line		\$100.00		

Water - 436 *Prices Do not Reflect Tax and service charge*				
	Quantity	Daily Rate	# Days	Total
Water Usage ([per day)		\$100.00		

EVENT INFORMATION			EQUIPMENT TOTAL	
Booth Number:	Event Name:		Equipment Total	\$0.00
Delivery Date: time	Event Location (Room):		Service Charge (24%)	\$0.00
Show Dates: to	Show Hours:		Tax (8.25%)	\$0.00
Pick Up Date: time	On Site Contact:		Total	\$0.00

EXHIBITOR INFORMATION				
Company:			Attention:	
Address:		City:	State:	Zip:
Phone #:	Fax#	Email:		

To confirm this order, please fill in the Event & Exhibitor information boxes completely & Email to:
Erin Costello-Event Technology Assistant

etwoodlands@marriott.com
Phone # 281-681-5704

Woodlands Waterway Marriott
1601 Lake Robbins Dr., The Woodlands, TX 77380



Credit Card Authorization Form

Please fax the completed form to Woodlands Waterway Marriott at 281-681-5792 or efax to 832-442-3254. Do not send photocopy of the front or back of the credit card with this form, as this is against credit card company regulations. *Please note that payment will not be posted until the week of the event. A copy of the receipt will be faxed or e-mailed once the charges have been posted.*

Cardholder Information

Name as it appears on the Credit Card: _____

Credit Card Type: _____ Card Number: _____

Expiration Date: _____ Account Type: Individual Corporate

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax or Alternate Number: _____

Guest Information

Guest Name: _____

Company: _____

Phone Number: _____ Fax or Alternate Number: _____

Confirmation Number: _____

Arrival Date: _____ Departure Date: _____

Relation to Cardholder: _____

Approved Charges

Charges listed are the totals calculated based on the equipment costs and number of days needed. These charges may be modified based on the actual equipment utilized and length of use.

Equipment Total _____ Service Charge _____ Tax _____

Grand Total Authorized to Charge to Credit Card _____

I certify that all information is complete and accurate. I hereby authorize the Woodlands Waterway Marriott to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. I understand that a new form will have to be completed if a guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder Name: _____

Cardholder Signature: _____ Date: _____