

**CHARLESTON MARRIOTT**  
**ATTN:** Event Planning Department | Kristyn Goldy  
 170 Lockwood Blvd. Charleston, SC 29403  
 E-mail: Kristyn.goldy@marriott.com

(Please Type or Print Information)

Event:		Date/Time of Install:
Firm Name:		Booth Number:
Address:		Zip Code:
Contact Person:	Telephone:	Fax:
Email Address:		

**ADVANCE RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 21 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS, NO EXCEPTIONS.**  
**ALL PRICING IS SUBJECT TO 25% SERVICE CHARGE & 9% SALES TAX**

**Internet Access:**

QUANTITY	STANDARD RATE	TOTAL
.....		
_____ Internet Access (Wireless Internet) .....	\$15.00 (per person, per day)	_____

**HIGH POWER:** Please discuss options with your Event Manager.

**Standard Power:**

.....		
_____ Power Package: Extension Cord & Power Strip .....	\$53.00 (per day)	_____

**SHIPPING:**

.....		
___ QTY. _____ Individual Boxes .....	\$5.00/per box	_____
___ QTY. _____ Pallets .....	\$85.00/per pallet	_____

**Packages arriving more than (3) three business days prior to the event will incur an additional storage fee of \$15.00 per day for boxes and \$150.00 per day for pallets**

**Order Form Checklist**

*Did you remember to?*

- \_\_\_\_\_ Read all Regulations on the reverse side of this form?
- \_\_\_\_\_ Complete all event, booth and company information clearly and completely?
- \_\_\_\_\_ Enclose payment in full?
- \_\_\_\_\_ Return form and payment to the Charleston Marriott a minimum of (14) fourteen days prior to exhibitor arrival to receive advanced rate?

**PAYMENT METHOD**

**FULL PAYMENT MUST ACCOMPANY ORDER**

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ American Express

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

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

\_\_\_\_\_

## GENERAL REGULATIONS

1. **THERE WILL BE NO RESALE OR SHARING OF ANY ELECTRICAL SERVICES PURCHASED.**
2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** Orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Marriott and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from the Charleston Marriott shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the Charleston Marriott Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the Charleston Marriott.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, Charleston Marriott personnel are authorized to cut floor coverings to permit installation of service.
9. Claims will not be considered unless filed in writing prior to close of the show.
10. Prices are subject to change without notice.
11. Keeping safety in mind, all equipment and lighting shall conform to all local, state and federal regulations and codes. Proper grounding shall remain to be of the up-most importance. Proper wire size running equipment will be maintained. Any infraction will result in shutting down the equipment or lighting until proper wiring is completed.
12. Please label boxes appropriately:  
  
Attention: Kristyn Goldy, Event Manager  
\*\*Name of Program\*\*  
\*\*Name of Company as it would be listed for program (Accuracy in identifying exhibitor company is essential to getting boxes to the proper location once they reach the hotel)\*\*  
Booth Number (if applicable)  
c/o Charleston Marriott  
170 Lockwood Blvd.  
Charleston, SC 29403
13. Hotel can ship remaining materials at the end of meeting as long as boxes are completely packages, properly labeled and ready to be shipped, with pickup called in to shipping company of choice. Once items are packaged, labeled, and scheduled for pickup please leave items at your booth/tabletop for pickup by Hotel staff. If you need to print your shipping label(s) we have a business center in the Lobby of the Hotel
14. Hotel will receive materials no sooner than three business days prior to the function at a charge of \$5.00 per box and \$85.00 per pallet. Packages that arrive prior to three business days before the event will assess an additional handling and storage charge of \$15.00 per box per day and 150.00 per pallet per day.

## SERVICE INSTALLATION AND EQUIPMENT

1. The Charleston Marriott reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Charleston Marriott Electrical Supervisor.
2. All equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State and Local Safety Codes.
3. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without the "House Electrician", however, all service connections and overload protection to such equipment must be made by the "House Electrician" only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
8. All exhibitors' 120v cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. All electrical services are to be billed to the next greatest wattage for the load connection; i.e. 15amp 208v single phase = 20amp 208v single phase.
10. Power needed to assemble and disassemble your exhibit must be purchased.