

Norfolk Waterside Marriott
ELECTRICAL/ UTILITY/ TELEPHONE / INTERNET SERVICES ORDER FORM

Group Name: Virginia Recreation & Parks Society VRPS

Connect Date:

Disconnect Date:

Please indicate the type of service(s) needed. All requests for service must be received at least 10 days prior to the event. All requests received after this will include a **\$25.00 late fee**. The Hotel reserves the right to refuse and requests for service that is deemed unsafe or ill advised.

EXHIBITOR INFORMATION:

Name of Company:	Company Address:
Name of Person Requesting Service:	On-Site Contact (if different from requestor):
Telephone Number:	E-Mail Address:
Fax Number:	Booth #:

ELECTRICAL/UTILITY: The City of Norfolk requires that no electrical equipment or apparatus be connected unless it conforms to the Norfolk electrical code. All electrical apparatus and splices must be installed in a metal enclosure to prevent the emission of sparks. All metal raceways, metal lighting fixtures, and metal housings of electrically powered equipment must be grounded. Flexible cords and cables less than #14 gauge are not permitted

	# of Circuits	Price per Day/Per Outlet	# of Days	Cost
7amps-110/120Volts		\$40.00		=
20 Amps Dedicated – 110/120 Volts		\$140.00		=

****Guest must supply rated cable and rated male and female plugs. Booths requiring 60 amps service must be located against the service aisle wall in Norfolk I, III, IV or Norfolk VI. If power requirements exceed the above listed please contact the on-site AV Department for pricing and availability within a minimum 14 days prior to the event. Hotel AV Dept: (757) 628-6482**

AUDIO VISUAL REQUEST:

Item	Quantity	Price per Day	# of Days	Cost
32" Widescreen LCD Monitor		\$225.00		=
55" Widescreen LED Monitor		\$600.00		=
Laptop or PC Computer		\$220.00		=
Tripod Screen 5', 6' or 8'		\$80.00		=

TELEPHONE: Important Notice: Telephone lines cannot be ordered without the necessary pre-payment. Request must be received a minimum of 10 days prior to installation to ensure availability! The Hotel/Convention Center reserves the rights to refuse any requests for service that are deemed unsafe or ill advised.

Type	Quantity	Access	In	Out	# of Days	Cost
\$100 Per Line Per Day		House Line				
Phone Line						=
Credit Card Swipe						=
Fax Line						=

INTERNET: Please note you must bring hubs, routers, cables. (Only one Cat 5 connection cable will be provided by the hotel) and any additional equipment if you are connecting numerous computers.

Wired or Wireless	# of Lines Needed	Price per Day	# of Days	Cost
Wireless or Wired Internet Connection		\$50 per connection		

Cancellation Policy: If you wish to cancel, cancellation notice must be received at least 48 hours in advance. If you cancel upon less than 48 hours notice, you will be obliged to pay 50% of the fees.

Total Services = \$ _____

Plus Tax (6%) = \$ _____

Total Amount Due with Tax: \$ _____

Note: Credit Cards will be charged before service is provided. Must provide Front & Back Copy of the CC.

Type of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover
Credit Card Number: _____ Exp. Date: _____
Print Cardholder Name _____ Signature _____
Company Requesting Service (if different from above): _____
Address: _____
Phone: _____ Fax: _____ Email: _____

Please return form with payment via mail or fax to:
 Norfolk Waterside Marriott
 235 East Main Street, Norfolk, Virginia 23510
 Fax: (757) 628-6498
 ATTN: Accounting Department
 ajenkins@commonwealthlodging.com