

EXHIBIT EQUIPMENT ORDER FORM

JW Marriott San Antonio Hill Country 2018



Revised 10/31/17

VIDEO				
	Quantity	Daily Rate	# Days	Extension
DVD Player		\$80.00		
6' to 8' Tripod Screen		\$85.00		
32" Monitor		\$185.00		
40/42" Monitor		\$275.00		
55" Monitor with Dual Post Stand		\$375.00		
65" Monitor with Dual Post Stand		\$475.00		
Laser Printer (Black & White)		\$250.00		
Laptop Computer w/ MS Office		\$250.00		
Additional Monitor sizes available. Please inquire for a quote.				

AUDIO				
	Quantity	Daily Rate	# Days	Extension
Wireless Microphone with small Sound System		\$250.00		
CD Player with small Sound System		\$160.00		
Small Booth Sound System (ie. For Laptop)		\$110.00		

HIGH SPEED INTERNET ACCESS / TELEPHONES				
	Quantity	Daily Rate	# Days	Extension
Wired Internet Connection - (no routers or switches allowed)		\$200.00		
Wireless Internet Connection - (3)devices 2mbps upload/download		\$150.00		
House Phone - Internal Dialing Only		\$75.00		
Direct IN Dial Phone Line (Fax machines require this type of Phone Line)		\$200.00		
<i>No server/router/hub is allowed on the Network without prior approval from Marriott</i>				

OTHER ITEMS				
	Quantity	Daily Rate	# Days	Extension

EVENT INFORMATION			EQUIPMENT TOTAL	
Booth Number:	Event Name:		Equipment Total	
Delivery Date: time	Event Location (Room):		Service Charge (25%)	
Show Dates: to	Show Hours:		Tax (8.25%)	
Pick Up Date: time	On Site Contact:		Total	

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:

Audio Visual Sales Assistant

mhrs.satjw.av@marriott.com

Phone # 210-483-6686

JW Marriott San Antonio Hill Country
23808 Resort Parkway, San Antonio TX 78261



Credit Card Authorization Form

Please fax the completed form to JW Marriott San Antonio Hill Country Resort & Spa at **210-483-6636**. Please call number **210- 483- 6686** to inform that the fax is being sent so it can be retrieved in a timely manner. Do not send photocopy of the front or back of the credit card with this form, as this is against credit card company regulations.

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 JW Marriott San Antonio Hill Country Resort & Spa 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: _____