


Meeting Aids					CUSTOMER INFORMATION				
Flipchart Package (Standard or Adhesive Paper)			\$	125.00	\$0.00	COMPANY NAME: _____ ADDRESS: _____ CITY: _____  STATE: _____ ZIP: _____  TELEPHONE #: _____ FAX #: _____  CONTACT NAME: _____ CONTACT EMAIL: _____			
PC Laptop Computer			\$	400.00	\$0.00				
Mac Laptop Computer			\$	500.00	\$0.00				
Wireless Presenter Remote			\$	125.00	\$0.00				
Projection	Qty	Days	Rate	TOTAL					
4k LCD Projector			\$	650.00	\$0.00				
6k LCD Projector			\$	750.00	\$0.00				
4K LCD Projector w. Tripod Screen			\$	850.00	\$0.00				
6k LCD Projector w. Tripod Screen			\$	950.00	\$0.00				
4k or 6k LCD Projector w. FastFold Screen			\$	1,200.00	\$0.00				
Standard Tripod Screen (Any Size)			\$	195.00	\$0.00				
6x8 FastFold Screen (4:3)			\$	250.00	\$0.00				
7x10 FastFold Screen (4:3)			\$	350.00	\$0.00				
7x14 FastFold Screen (16:9)			\$	350.00	\$0.00				
9x16 FastFold Screen (16:9)			\$	450.00	\$0.00				
VGA Bangbox (Non-Seamless/Non-Scaling)			\$	150.00	\$0.00				
Switcher/Scaler			\$	500.00	\$0.00				
Audio	Qty	Days	Rate	TOTAL	ON SITE CUSTOMER INFORMATION				
Powered Speaker			\$	125.00	\$0.00	CONTACT: _____ CONTACT CELL # _____  FLOOR & ROOM NAME: _____  DELIVERY DATE: _____ TIME: _____ PICKUP DATE: _____ TIME: _____			
Powered Speaker w/Wired Microphone			\$	200.00	\$0.00				
Powered Speaker w/Wireless HH Microphone			\$	320.00	\$0.00				
Laptop Audio Sound Port			\$	125.00	\$0.00				
4-6 Channel Mixer			\$	95.00	\$0.00				
12 Channel Mixer			\$	125.00	\$0.00				
16 Channel Mixer			\$	250.00	\$0.00				
Wired Microphone (Any Type)			\$	75.00	\$0.00				
Wireless Microphone (Any Type)			\$	195.00	\$0.00				
CD Player/Boombox			\$	75.00	\$0.00				
House Patch Fee (Meeting Room - Any Size)			\$	250.00	\$0.00				
House Patch Fee (Ballroom - Any Size)			\$	500.00	\$0.00				
Any Misc. Audio Cable			\$	25.00	\$0.00				
Video	Qty	Days	Rate	TOTAL	INTERNAL CAV INFORMATION				
20" Monitor (Table Stand Only)			\$	250.00	\$0.00	TECHNICIAN NAME: _____ R2 ORDER #: _____  Bill to Dept. #: _____ Bill to Folio #: _____			
32" Monitor (Table Stand Only)			\$	500.00	\$0.00				
55" Monitor (Rolling Ergotron Stand)			\$	1,000.00	\$0.00				
Hard Disk Recorder			\$	750.00	\$0.00				
Single Disc DVD Player			\$	150.00	\$0.00				
Cable Package (Video/Power/Data)			\$	125.00	\$0.00				
Any Misc. Video Cable			\$	50.00	\$0.00				
Misc.	Qty	Days	Rate	TOTAL	COMMENTS:				
House Lighting Controller			\$	250.00	\$0.00				
Scissor Lift (Requires CAV Operator @ Add. Charge)			\$	1,500.00	\$0.00				
10' Panel of Pipe & Drape			\$	250.00	\$0.00				
*Labor (Set/Strike or Operation) Qty. = Hrs. (\$135.00/hr)			\$	135.00	\$0.00				
Misc.			\$	-	\$0.00				
Misc.			\$	-	\$0.00				
Misc.			\$	-	\$0.00				
Misc.			\$	-	\$0.00				
			\$	-	\$0.00				
			\$	-	\$0.00				
P A Y M E N T					INSTRUCTIONS				
*Additional Set/Strike or Operator Labor May Be Applied Per Request*  CAV Labor Fee \$ - Equipment Rental Total \$ - 24% Service Fee \$ - Subtotal \$ - Tax (8.875%) \$ - TOTAL DUE: \$ -					1. Please Complete Form In Highlighted Areas Only				
					2. (1) Hour Minimum Labor Fee Will Be Applied To All Orders (\$125.00)				
					3. Cancellations Within 48 Hours Of Arrival Are Subject To 50% Charge				
					4. Cancellations Within 24 Hours Of Arrival Are Subject To Full Amount				
					5. As Per NY State Law, All Labor Fees Are Taxable (8.875%)				
					6. 24% Service Fee Applied To Equipment Rental Total				
					7. All Charges Are Per Room / Per Day				
P A Y M E N T					PLEASE RETURN TO				
This signature authorizes Carlson Audio Visual, LLC to charge my personal or corporate credit card, or Account Folio set-up with the NY Marriott Marquis the total amount of \$ -					182exhibitform@carlsonav.com  New York Marriott Marquis Attn: Carlson Audio Visual 1535 Broadway New York, NY 10036 Phone: 212.704.8879 Fax: 212.704.8849				
***THIS CREDIT CARD WILL BE BILLED WITHIN 48 HOURS OF THE DELIVERY DATE***									
NAME ON CARD: _____									
CC ACCOUNT #: _____ EXP DATE: _____ CVV: _____									
SIGNATURE: _____									
									

# **HIGH-SPEED INTERNET SERVICE REQUEST**

1535 Broadway  
New York, NY 10036

Conference: \_\_\_\_\_

Dates: \_\_\_\_\_

PLEASE COMPLETE THIS FORM AND FAX TO **212-704-8949** or SCAN DOCUMENT TO: [NYMMGUESTTEK@MARRIOTT.COM](mailto:NYMMGUESTTEK@MARRIOTT.COM)

Exhibiting Firm: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Onsite Representative: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

## **\*SERVICES:**

- A. Wired Internet access for up to 3 days.
- B. Additional Wired line installation(s).
- C. Wireless Internet Access for 1 device
- D. Additional Wireless device(s).
- E. Dedicated Bandwidth via 1 wired line.
- F. Public Static IP Address.

Indicate location in booth with  
an X for wired line to be placed.  
- Island (floor plan required)  
- Standard

\*There is a \$200 move charge to  
relocate wired lines after installation.

## **Booth Layout**

## **Network Info:**

Wireless technology in exhibit space is 802.11n, Wi-Fi  
Access Points and/or routers are not allowed without prior  
approval.

FOR QUESTIONS, ADVANCED SERVICES OR INVOICE REQUESTS, PLEASE CALL 212-930-7675 OR EMAIL [NYMMGUESTTEK@MARRIOTT.COM](mailto:NYMMGUESTTEK@MARRIOTT.COM).

*SERVICES	ROOM / BOOTH #	INSTALLATION DATE & TIME	REMOVAL DATE & TIME	QUANTITY	Pricing Per Event	TOTAL
A					\$750.00	
B					\$125.00	
C					\$375.00	
D					\$250.00	
E					\$500 /per Mbps	
F					\$225.00	
					Subtotal	
					Service Charge 24%	
					Subtotal	
					8.875% NY State Tax (sales tax is only applied on service charge)	
					<b>Grand Total</b>	

\* Please note that servers and Network Address Translation (NAT) devices count as DEVICE.

## **FULL PAYMENT MUST ACCOMPANY THIS FORM:**

Payments are non-refundable; credits will not be given for unused connections that have been ordered and installed. By signing below, customer authorizes purchases and agrees to the terms and conditions listed on the second page of this form.

Please note: Credit card will be processed 48hrs prior to the event.

- ☐ Mastercard
- ☐ Visa
- ☐ AMEX

Name on Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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

**ADDITIONAL IMPORTANT INFORMATION:**

Order changes must be faxed or emailed 5 days prior to show date or may be subject to additional charges. Carlson Audio Visual will confirm request by email.

**Configuration:** Service excludes any on-site computer configuration and set-up.

Customer is responsible for providing hub(s), cables for in booth wiring and labor.

**Internet Access Pricing :**

*Cancellation of services will carry a \$500 fee.*

*Orders received during show dates may require special approval and carry a \$250 rush charge.*

**TERMS AND CONDITIONS**

*1.General.* The Internet Service Request form on the reverse page, together with these terms and conditions, shall form an ("Exhibitor") and Guest-tek if Exhibitor has submitted the Order Form agreement between the entity named on the Request to Carlson Audio Visual, along with full payment, and the Order Form and full payment have been received and accepted by Carlson Audio Visual. As detailed below, Carlson Audio Visual will provide an Ethernet connection to the Internet attachment at show referenced above for the use of Exhibitor's employees and guests

*2.Use of Network Connection.* Network access to be provided by Carlson Audio Visual may be used only by the employees of Exhibitor, its guests at the Show and its agents and consultants while performing services for Exhibitor. Users of hotel network services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the Interconnected networks. Networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be "broadcast" or otherwise sent on an intrusive basis to any user of the hotel network or any directly or indirectly attached network. However, when requested by a user of the networks, product information and other commercial messages are permitted to be transmitted over the network.

*3.No Warranties: Limitation of Liabilities.* Carlson Audio Visual does NOT make any express or implied warranty of any kind. The protocols used on the conference space network (TCP/IP) call for end-to-end verification of the accuracy of any message and such verification is the sole responsibility of Exhibitor. Similarly, these protocols provide for end-to-end verification of the receipt of all of the data that is transmitted. Carlson Audio Visual will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, or service interruptions. Use of information obtained via the services provided hereunder is at Exhibitor's own risk. Exhibitor is solely responsible for (a) the accuracy and/or quality of information obtained or data transmitted through the Guest-tek network and (b) assuring that each message Exhibitor sends or receives has been received. Carlson Audio Visual will coordinate with Hotel for connection to exhibitor's booth. Guest-tek engineers or Carlson Audio Visual technicians will test the cable designated for the exhibitor's use to ascertain that a host can ping (i.e. route IP traffic) using the IP's assigned to exhibitor. Carlson Audio Visual cannot vouch for adequacy of Hotel building's wiring and shall not be liable for damages, for delays, service interruptions or related problems that exhibitor might experience in achieving connectivity. . Neither shall Carlson Audio Visual be liable to Exhibitor for indirect, special, incidental, exemplary, consequential, or any other form of money damages, including, but not limited to, lost profits, or for the loss of data or information of any kind, however caused, and arising out of or in connection with the performance or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not Carlson Audio Visual has been made aware of the possibility of such damages. In no event shall liability exceed a refund of amounts actually paid to Carlson Audio Visual by Exhibitor for this network attachment.

*4.Governing Law.* This Agreement shall be governed by, and construed in accordance with, the laws of the State of New York applicable to contracts to be per-formed entirely within the State.

*5.Entire Agreement.* This Agreement represents the complete agreement and understanding of the parties with respect to be subject matter Here in, and super- sedes any other agreement or understanding, written or oral. The Agreement may only be modified by a writing, signed by both parties.

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

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_