



Indianapolis Marriott East Exhibitor Request Form

Return to :7202 East 21st Street | Indianapolis, IN 46219 | p: 317.322.3716 | f: 317.352.9775

Revised 12/3/20

IMPORTANT CONDITIONS & REGULATIONS:

- ADVANCE RATE ORDERS** must be received or postmarked **(7) days** prior to the first day of the event. Any orders received or postmarked after that day will be at the **FLOOR RATE**.
- FLOOR RATE** prices apply to orders received after the due date **(7) days** prior to show opening. The hotel does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the hotel prior to ordering.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connection equipment or special wiring.
- Power will not be installed until payment is received. **NO EXCEPTIONS**. All orders must be paid in full with U.S. funds.
- Notice of cancellation must be received at least one (1) day prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
- Prices are based on current wage rates and are subject to change without notice.
- Internet, Power Distribution Box and Dial 9 Line are PER DAY charges. All other connections are one-time fees.**
- Hook up to natural gas or other fuels will not be allowed in the hotel.
- Water and sewer hook-up is not available.
- All equipment, regardless of source of power, must comply with all national, state and local safety codes. The Indianapolis Marriott East reserves the right to refuse electrical connection of equipment based on safety.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

**ADVANCE RATE ONLY AVAILABLE (7) DAYS
PRIOR TO SHOW DATE**

Qty	Description	Advance Rate	Floor Rate	Cost
120 Volts Service				
	5 Amp (Standard Outlet)	\$45	\$60	
	20 Amp	\$60	\$75	
208 Volts Service Single Phase				
	0-20 Amp	\$80	\$115	
	21-30 Amp	\$125	\$150	
	31-50 Amp	\$150	\$175	
208 Volts Service Three Phase				
	31-60 Amp	\$330	\$400	
Additional Services Available				
Qty	Description	Advance Rate	Floor Rate	Cost
	Banner Hanging Fee	\$50	\$75	
	Dial 9 Line	\$75	\$100	
Flat Fee	Fork Lift Service	\$110	\$164	
	Wired High Speed Internet*	\$110	\$164	
	Power Distribution Box	\$365	\$400	
Hrs	Description	Advance Rate	Floor Rate	Cost
	Engineer Assistance	\$55	\$85	

Name of Conference or Association _____
 Date of Event _____ Booth Number _____
 Company Name _____
 Your Name _____ Title _____
 Address _____ City _____ State _____
 Zip Code _____ Phone _____ Fax _____
 E-Mail Address _____

For security purposes – Please mail or fax this form. Do not e-mail credit card numbers.

Method of Payment				
<input type="checkbox"/> Check/Money Order	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Credit Card Number _____		Expiration Date _____		

Signature of Cardholder _____

Signature of Requesting Party on order form indicates acceptance of terms and conditions. Checks or Money Orders should be sent to the address above in U.S. funds. For credit cards, this authorization will allow us to charge your account for your advanced orders and any additional amounts incurred as a result of show site orders placed by representative. A service fee of \$25 will be charged on checks and credit cards that are returned, reversed, or charged back.

Email Address for Receipt _____