



**MARRIOTT
NORFOLK WATERSIDE**

ELECTRICAL/ UTILITY/ TELEPHONE / INTERNET SERVICES ORDER FORM

Event Name/Group Name:	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 any 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:
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
7 Amps-110/120Volts		\$51.30		=
20 Amps Dedicated – 110/120 Volts		\$145.00		=

****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 of 14 days prior to the event. Hotel AV Dept: (757) 628-6482.**

AUDIO VISUAL REQUEST:

Item	Quantity	Price per Day	# of Days	Cost
55" Widescreen LED Monitor		\$590.00		=
Laptop or PC Computer		\$280.00		=

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	# of Lines Needed	Price per Day	# of Days	Cost
Wired Internet Connection		\$220 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: \$ _____

Payment: To confirm your service request, credit card information must be submitted through our secure online payment portal. A secure payment link will be sent to the email address provided, along with a cost estimate for the requested services. **Please note that service requests will not be confirmed with the hotel until the payment form has been completed.**

Please e-mail this form to: Romelle Givens – Catering and Events Coordinator rgivens@commonwealthlodging.com <u>If paying by check, please mail it together with this form:</u> Norfolk Waterside Marriott 235 East Main Street, Norfolk, Virginia 23510 Fax: (757) 628-6498 ATTN: Sales Department – Romelle Givens
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