



Your Company	
On-Site Contact	
Email address	
Address	
Phone	
Credit Card No.	Expiration Date
COPY OF THE CREDIT CARD IS REQUIRED FOR THE SERVICE TO BE PROVIDED	
Name Imprinted on Credit Card	
Please forward all request to: Eve Chiang, (eve.chiang@marriott.com) Event Manager, New York Marriott at the Brooklyn Bridge 333 Adams St. Brooklyn, NY 11201	

ELECTRICAL

EVENT NAME _____

EVENT MANAGER _____

BOOTH NAME & # _____

DATE/TIME OF EXHIBIT _____

INSTALL DATE _____

REMOVE DATE _____

IMPORTANT

Note: This order must be received by the New York Marriott at the Brooklyn Bridge at least **10 days before the Function date.**

PMS ACCOUNT # (HOTEL USE) _____ CHARGE TO MASTER.

120 Volts (per day charge)

1,000 Watts (10A) _____ x \$110.00 each _____
(This is recommended for 1 to 3 personal
Computers with monitors or up to 10
Laptops (Extension
Cords and power strips are provided)

120 Volts Single phase (per day charge)

2,100 Watts (20A) _____ x \$ 180 each _____
(Extension cords and power
Strips are provided).

SPECIAL REQUIREMENTS

(A 17.75 % service charge is require for this
Electric set up)

208 Volts Single Phase (per day charge)

05-15 AMPS _____ x \$ 250 each _____
15-20 AMPS _____ x \$ 500 each _____
20-50 AMPS _____ x \$ 750 each _____

208 Volts Three Phase (per day charge)

05-- 50 AMPS _____ x \$ 675 each _____
50-100AMPS _____ x \$ 1,125 each _____
100-150AMPS _____ x \$ 1,575 each _____
150-200AMPS _____ x \$ 2,050 each _____

SPECIAL NOTICE

Electrical equipment and connections must comply with the City of New York Electrical Code (available upon request). The Hotel electricians will correct infractions at prevailing rates.

Wiring Regulations based on the Electrical Code of the City of New York

All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks. All metal raceways, metal lighting fixtures, and metal housing of electrically powered equipment shall be grounded.

All extension cables shall be 3 wire SJ cords or the approved type and not more than 10ft long. One of the wires with green colored insulation is to be used as a ground. The cable must be large enough for the load and have a grounded male plug.

Flexible cords and cables less than #14 Gauge wire will not be permitted. The use of lamp cords or similar devices is not permitted.

Labor not included for special power requirements. Labor will be charged at prevailing rates on a half-hour basis.

The New York Marriott at the Brooklyn Bridge will not be responsible for voltage fluctuations or power failures beyond our control.

** All Lighting production companies must be authorized by engineering prior to setup.*

Equipment _____

\$ _____ X _____ Days _____

Only for special requirement - \$ 17.75% service charge

8.375% Tax _____

Total _____

BILLING SUMMARY

Please direct questions or payment to:

Eve Chiang, Event Manager (eve.chiang@marriott.com)

NEW YORK MARRIOTT AT THE BROOKLYN BRIDGE

Dear Valued Customer,

We are delighted that you have selected us to host your event. Please provide all the information requested below so that we process the event charges. We ask you to please sign and date the form before submission. Please fax the completed form to **718 228-7830 Eve Chiang Event Manager New York Marriott Brooklyn Bridge**

Cardholder Information

Name as it appears on the credit card: _____

Card type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account type: ☐ Individual (personal credit card)

☐ Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Event Information

Event name: _____

Company (if applicable): _____

Phone number: _____ Fax or alternate number: _____

Event date: _____

Event Charges

Room rental: _____ Food and Beverage: _____ Audio Visual: _____ Other (specify): _____

Taxes: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

I certify that all information is complete and accurate. I hereby authorize **New York Marriott at the Brooklyn Bridge** to collect payment for all charges as indicated in the Event Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed _____ for the entire event. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____

EVENT TECHNOLOGY PRICE LIST

EXHIBITOR / EVENT PRICE GUIDE

If you require special equipment and services not listed please let us know, We'll do the rest!!
Please contact the Event Technology Department for special pricing.

VIDEO DISPLAY		QTY	TOTAL	AUDIO		QTY	TOTAL
DVD Player	\$ 125.00		\$ -	Standing Microphone	\$ 50.00		\$ -
VHS Player	\$ 125.00		\$ -	Wireless Hand Held Microphone	\$ 185.00		\$ -
LCD Projector Package w/ Tripod Screen	\$ 500.00		\$ -	Wireless Lavalier Microphone	\$ 185.00		\$ -
LCD Support Package w/ Tripod Screen	\$ 100.00		\$ -	4-6 Channel Mixer	\$ 60.00		\$ -
Tripod Screen (6 Ft. or 8 Ft.)	\$ 75.00		\$ -	CD Player - Single Disc	\$ 85.00		\$ -
LCD Projector (3.5K Lumens)	\$ 400.00		\$ -	CD Player - Multiple Disc	\$ 125.00		\$ -
				Powered Speaker	\$100.00		\$ -
DATA DISPLAY		QTY	TOTAL	DVD/VHS & Monitor Packages		QTY	TOTAL
20" LCD Monitor	\$ 250.00		\$ -	32" LCD Monitor w/ VHS Player	\$ 475.00		\$ -
32" LCD Monitor	\$ 400.00		\$ -	32" LCD Monitor w/ DVD Player	\$ 475.00		\$ -
42" Plasma Monitor (w/ Stand)	\$ 500.00		\$ -	42" Plasma w/ VHS Player	\$ 750.00		\$ -
50" Plasma (w/ Stand)**	*CFP		\$ -	42" Plasma w/ DVD Player	\$ 750.00		\$ -
61" LCD Monitor (w/ Stand)**	*CFP		\$ -				\$ -
**50" Plasma and 61" LCD Monitor Must Be Ordered 3 Days in Advance							\$ -
COMPUTER		QTY	TOTAL	MISCELLANEOUS		QTY	TOTAL
Desktop Computer w/ Windows XP	\$ 400.00		\$ -	Overhead Proj. Pkg w/ Tripod Screen	\$ 175.00		\$ -
Laptop w/ Windows XP	\$ 400.00		\$ -	Direct In Dial Phone line +cost of calls	\$ 100.00		\$ -
Black & White Laser Jet Printer	\$ 350.00		\$ -	Polycom speaker	\$ 125.00		\$ -
Wireless Mouse	\$ 75.00		\$ -	Flipchart Package	\$ 50.00		\$ -
Laser Pointer	\$ 45.00		\$ -	Laser Jet Fax Machine	\$ 200.00		\$ -
Internet		*Please Request Internet Order Form		Electric		*Please Request Electric Order Form	
CLIENT NOTES:							
DAILY EQUIPMENT TOTAL		\$ -		*CFP- Call For Pricing* A 21% Service Charge and 8.875% New York State Sales Tax will be applied to all equipment rentals. *All Prices are per room, per day. * 72 Hour Cancellation Policy: Full Charges apply 72 Hours Prior to event. * Prices are subject to change without notice. * The undersigned takes full responsibility and agrees to assume the replacement cost for any loss or damage of said equipment.			
NUMBER OF DAYS NEEDED (INCLUDING SETUP DAY)							
SERVICE CHARGE 21%		\$0.00					
SUBTOTAL		\$0.00					
8.875 % NEW YORK STATE TAX		\$0.00					
GRAND TOTAL		\$0.00					
EVENT NAME/CONFERENCE NAME:				COMPANY NAME:			
ADDRESS							
CITY:				STATE:		ZIP:	
PHONE #				FAX #			
CELL/MOBILE #:							
E-MAIL:							
ORDERED BY:				ON-SITE CONTACT:			
ROOM		BOOTH		DIAGRAM INCLUDED?: YES OR NO			
DELIVERY DATE:		TIME:		PICK UP DATE:		TIME:	
METHOD OF PAYMENT							
CREDIT CARD NUMBER:						EXP DATE:	
CARDHOLDERS NAME [PLEASE PRINT]						SIGNATURE:	

FOR OFFICE USE ONLY

DATE RECEIVED:	DATE BILLED:	FAXED:
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OFFICE NOTES:



333 Adams Street, Event Technology
Brooklyn, NY 11210



HIGH-SPEED INTERNET SERVICE REQUEST

Conference _____
Dates _____

FOR iBAHN NETWORK QUESTIONS OR ADVANCED SERVICES, CALL 212-704-8901

PLEASE COMPLETE FORM AND FAX TO 718-228-7830

Exhibiting firm: _____ Contact Name: _____
Address: _____ Phone: _____
_____ Fax: _____
City, State, Zip: _____ Email: _____
Tech or on site _____
Contact #: _____ Tech Email: _____

*SERVICES:

- A. One high-speed Internet access for **up to 3 days**,
single feed for 1 device.
- B. Connection for additional computers
- C. Each additional day of service
- D. Network Engineer Support

Indicate location in Booth with an X.

- ☐ Island (Floor plan required)
☐ Standard



*There is a \$200 move charge fee to relocate the circuit after installation.

OTHER SERVICES:

Wireless-iBAN has complete 802.11g exhibit space coverage,
no other Wi-Fi Access Points allowed, Call for details and pricing.
Private (dedicated) lines, T-1, T-3, to carrier hubs or ISP of choice.
Specific amount of bandwidth tailored to your needs
Network accessories: Routers, hubs, cables and technical support, PCs and Macs.
Cybercasting: Live capture, encoding and transmission of digital video and audio.

MINIMUM REQUIREMENTS FOR NETWORK ACCESS:

- Network (Ethernet) card w/a 10 base T Connection
installed in your computer.
- IBM compatible computer running one of the following:
 - o Windows 98, 2000, NT or XP (Requires TCP/IP software)
 - o Macintosh running OS 7.15 or better. (Requires TCP/IP software)

* Services	Room/ Booth #	Installation Date and Time	Removal Date and Time	Quantity	Unit Price Standard Rate	Total
A					\$750.00	
B					\$125.00	
C					\$250.00	
D					\$150/hour	

* 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.

☐
☐
☐
☐

American Express
Visa
Mastercard
Check

Card Account No. _____

Expiration _____

Name on Card _____

Signature _____

Date _____

Subtotal	
Service Charge 21%	
Subtotal	
8.875% NY State Tax	
Grand Total	

Checks payable to: NY Marriott at the Brooklyn Bridge. Send to: NY Marriott at the Brooklyn Bridge - Event Technology, 333 Adams St., New York, NY 11210

ADDITIONAL IMPORTANT INFORMATION:

Order changes must be faxed or emailed 10 days prior to show date and may incur additional charges. iBAHN will confirm request by email.
Configuration: Service excludes on site computer configuration and set up.
Customer is responsible for providing hub(s), cables for in booth wiring and labor. VIDEO STREAMING IS RESTRICTED.
Internet Access Pricing:
oCancellation of services will carry a \$500 fee.
oOrders received during show dates will require special approval and carry a \$250 rush charge.
oBalance available 45 days after show/event.

TERMS AND CONDITIONS

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

2.Use of Network Connection. The network attachment to be provided by iBAHN may be used only by the employees of Exhibitor, its guests at the Show and its agents and consultants while performing services for Exhibitor. The iBAHN network will facilitate communications between the Exhibitor's authorized users and the entities reachable through the national Internet. Users of iBAHN 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.

Users of iBAHN network services shall not disrupt any of the iBAHN or other associated networks as a whole or any equipment or system forming part of their systems, or any services provided over, or in connection with, any of the iBAHN or other associated networks. iBAHN 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 iBAHN 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. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' responses to those who pose questions about their products, may be made available over the iBAHN networks.

Interpretation, application, and possible modification of this Section shall be within the sole discretion of iBAHN. Questions about any issue arising under this Section should be directed to iBAHN by attaching Exhibitor when it first arises.

3. No Warranties: Limitation of Liabilities. iBAHN DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND, SPECIFICALLY,

THERE IS NO EXPRESS OR FITNESS FOR A PARTICULAR PURPOSE FOR THE SERVICES TO BE PROVIDED HEREUNDER. The protocols used on the iBAHN 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. iBAHN 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 iBAHN network and (b) assuring that each message Exhibitor sends or receives has been received. iBAHN will coordinate with Hotel for connection to exhibitor's booth. iBAHN engineers or Hotel AV 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. iBAHN 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.

iBAHN shall not be liable to Exhibitor for any damage arising from any event that is out of the control of iBAHN. Neither shall iBAHN 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 of iBAHN, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not iBAHN has been made aware of the possibility of such damages.

In no event shall liability exceed a refund of amounts actually paid to iBAHN 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 performed entirely within the State.

5. Duration of Network Attachment. The Internet attachment shall be made available by iBAHN to Exhibitor 1 day before the beginning and through the end of the referenced show, at the Hotel based on availability.

6. Duties of Each Party. iBAHN shall provide a network attachment via an Ethernet connection at the booth of Exhibitor. At its own expense, Exhibitor shall be responsible for providing the computer, the attachment to the Ethernet, electric power, and all other hardware, software (including TCP/IP software) required to use the network attachment.

7. Entire Agreement. This Agreement represents the complete agreement and understanding of the parties with respect to be subject matter Here in, and supersedes 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