

Electrical/Telephone Installation Order Form

Electrical service requests must be received by the Convention Services Department at least (14) days prior to your conference. Order form must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final.

Return to: Savannah Marriott Riverfront
 Convention Services Department - Attention: Cindy Johnson
 100 General McIntosh Boulevard
 Savannah, GA 31401
 912/373-2005 - Fax: 912/233-8897

Note: We cannot guarantee service on late requests. There will be (without exception), a \$50.00 service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional \$100.00 for service. Also, a minimum \$25 service fee will be applied to any equipment requiring on-site wiring.

<u>Outlet Item</u>	<u>Number Needed</u>	<u>Regular Price</u>	<u>Cost</u>
110 Volt Each/10 Amp Standard Outlet (2) Plug-Ins		\$55 per Day	
220 Volt Each/20 Amp Standard Outlet (1) Plug-In		\$150 per Day	
208-230 Volt/Three Phase/100 Amp		\$250 per Day	
208-230 Volt/Three Phase/200 Amp		\$500 per Day	
Power Strips		\$15 ea per Day	
Extension Cords		\$10 ea per Day	
Dial-9 Access Phone Line (Credit Card & 800 Numbers are Complimentary)		\$100 (One Time Fee) (Plus Long Distance Charges)	
High Speed Internet Access		\$250 per line, per day	
		Grand Total	

Equipment Description:	_____ Volt _____ Amps
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<p><u>Special Notice:</u> (Limited Supplies - First Come, First Serve)</p> <ul style="list-style-type: none"> - Any power requirements other than those specified on this sheet, must be discussed with your Convention Services Manager - All electrical equipment must have Underwriter's Laboratory seal - The hotel is not responsible for damage to equipment due to variations in voltage caused by public service - The hotel will not hook up improperly wired equipment - All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded - Flexible cords and cables less than #14 gauge wire shall not be permitted - The use of lamp cord, cube taps or similar devices is not permitted - No spring type-clamp spot fixtures or holders will be allowed. Only fixtures of screw-in type clamps will be allowed with #14-3 wire S.J. cord
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Convention Name: SACC – April 20-22, 2009

On-Site Contact:

Company Name:

Address:

Booth # (If Available):

City/State/Zip:

Phone No:

**Credit Card Type/
 Number/Expiration:** _____

Signature: _____

Date: _____