



**NEWPORT NEWS
AT CITY CENTER**

**ADDITIONAL SERVICES REQUEST FORM
FOR THE MARRIOTT**

Must be received no later than April 6, 2012.

Conference Name: Jefferson Lab BIW 2012 Conference Date: Monday, April 16th -Thursday, April 19th, 2011

SERVICE BEGIN/END DATES: SET UP: SUN, 4/15/12 (NOON-3PM) – BREAKDOWN: THUR, 4/19/11 (1-3PM)

Company Requesting Service: _____

On-site Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Type of Payment: Check Visa MasterCard American Express Discover

Credit Card Number: _____ Expiration Date: _____

Authorized by: _____

(Print)

(Signature)

Basic Table Top fee paid to Jefferson Lab BIW conference includes a 6ft by 30inch table, skirting, two chairs, and a trash can, Standard Electric and 1-Wireless Internet Code Service for late requests cannot be guaranteed.

The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

ELECTRICITY

Quantity	Description	# of Days	Fee Per Day	Total
_____	Standard Electrical Service Rental (110 volt 20amp)	_____	INCLUDED	_____
	Includes a power cord			
	Power cords must be returned to the hotel or there will be additional charge of \$20			
	Specialty Electricity Service (plug in charge)			
_____	208/230 V 50 Amp 1 Phase	_____	\$ 50/circuit	_____
_____	208/230 V 50 Amp 3 Phase*	_____	\$100/circuit	_____
_____	208/230 V 100 Amp 3 Phase*	_____	\$150/circuit	_____
_____	Portable Dedicated Electric Service	_____	\$200/circuit	_____
_____	Hook up charge into electrical panel for 208/230/480		\$250	_____
_____	*User to supply tails from area needed to electrical panel (minimum 100')			
_____	Power Strip		\$ 18.00	_____
_____	Pallet Jack		\$ 50.00	_____
_____	Genie Personnel Lift		\$300.00	_____
	Total Electrical Charges:		\$	_____

Note: Any item in excess of 800 lbs. vendor to supply plywood for transporting over carpeted and tile areas of the hotel.

TELEPHONE/INTERNET PRODUCTS

Description	Rates	# of Days	Amount
Local/ Long Distance Analog Phone Line	\$75 hookup *	_____	_____
High Speed Internet Line-Hard Wire	\$150 per day	_____	_____
Additional lines	\$25 per day	_____	_____
1-Wireless Internet Code	INCLUDED		
	Total Telephone Charges:		\$ _____

Rules and Regulation

1. Wall, column and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the Hotel's Engineering department.
2. Under no circumstances shall anyone other than "hotel electricians" make electrical connections, other than to 110 volt outlets.
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment regardless of source of power, must comply with NEC electrical codes as well as local and state codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages caused by exhibitor and/or exhibitor's employees or customers.
8. No items may be affixed to the wall or ceiling without prior approval from hotel management.

BOX HANDLING/STORAGE

Quantity	Description	Price per Box per Day	Amount
_____	Small - Large Box /Display Case	\$3.00 each	_____
_____	Heavy Equipment/Crates/Pallets	\$50.00 each	_____
Box handling charges will be billed to the guest/exhibitor.		Total Box Handling Charges:	\$ _____

Shipping Instructions:

Incoming:

- ◆ Ship packages to arrive **NO EARLIER THAN 3 DAYS PRIOR TO SETUP**. Boxes that arrive earlier will not be accepted.
- ◆ Address incoming boxes as follows:

Mr. /Ms. Contact Name
c/o Jefferson Lab BIW 2012
Newport News Marriott
740 Town Center Drive
Newport News, VA 23606
Attention: Bobbie Stanley

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items.

Outgoing:

- ◆ All outgoing boxes must be packed, sealed and labeled by Exhibitor.
- ◆ Guests can ship out by taking their boxes to the Front Desk by 5:30 p.m. on teardown day (Monday - Friday): Weekend shipments will be stored until Monday. Such shipping charges can be placed on the guest's room bill, on a credit card, or on the guest's UPS or FedEx account (you must provide your own UPS/FedEx account number or labels).
- ◆ Loss Prevention Department will provide a "shipping form" that the Hotel uses internally for proper tracking.
- ◆ Large boxes and exhibit cases need to be taken to the dock area; and Loss Prevention Department will assist with making the arrangements.

AUDIO VISUAL EQUIPMENT

Audio Visual equipment is available by calling the Hotel's Audio Visual Department @ 757-310-5029.

Disclaimer: The Newport News Marriott is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.

Payment:	Total Electrical Charges:	\$ _____
	Total Box Handling Charges:	\$ _____
	Total Telephone Charges:	\$ _____
	Total Charges from above:	\$ _____
	Plus Tax (5%)	\$ _____
	Total Amount Due with tax:	\$ _____

Note: Credit cards will be charged upon receipt of this form.

Fax / mail or email completed form to: **Bobbie Stanley**
bobbie.stanley@crestlinehotels.com @crestlinehotels.com
 Newport News Marriott at City Center
 740 Town Center Drive
 Newport News, Virginia 23606
 757-873-9299 Main 757-310-5065 fax 757-310-5009 Direct