

# Exhibitor Utility Order Form

\*Marriott Confidential and Proprietary Information\*

Nashville Airport Marriott  
600 Marriott Drive  
Nashville, TN 37214

Attention: Lindsay Jerndt  
Phone: (615) 872-2830  
Email: Lindsay.Jerndt@marriott.com

**All Forms Should Be Returned to Your Event Management Contact Via E-Mail**

Please complete all the "Yellow" Shaded Area Including Contact Information, Equipment Required & Payment Information

<b>Name of Event/Convention:</b>		<b>Show Dates:</b>	
<b>Exhibitor/Company Name:</b>			
<b>Onsite Contact:</b>		<b>Booth #:</b>	
<b>Billing Address:</b>		<b>Phone #:</b>	
<b>State:</b>		<b>Cell #:</b>	
<b>E-Mail Address:</b>		<b>Zip Code:</b>	

**NOTICE**

1. Orders must be received 7 days prior to installation.
2. Only signed and acknowledged orders can be serviced by hotel personnel.
3. Payment must be received 7 days prior to installation.
4. Hotel cannot guarantee orders received less than 5 days prior to required exhibit setup date.
5. Orders received after arrival are not guaranteed.
6. Power Requirements exceeding standard power strip priced upon request.

Quantity	Description	# Days	Unit Price	TOTAL	
	Blu-Ray Player	0	\$ 90.00	\$	
	Electrical Connection with Power Strip	0	\$ 30.00	\$	
	Direct In Dial Phone Line *subject to toll charge rate	0	\$ 100.00	\$	
	Wireless Internet Connection (single IP address/computer)	0	\$ 25.00	\$	
	Wired (Cat-5) Internet Connection (single IP address/computer)	0	\$ 100.00	\$	
	50" Plasma Display Monitor	0	\$ 550.00	\$	
	32" LCD Display Monitor	0	\$ 200.00	\$	
	LCD Projector (3000 Lumens)	0	\$ 450.00	\$	
	Wireless Slide Advancer with Laser Pointer	0	\$ 40.00	\$	
	6' Tripod Screen	0	\$ 150.00	\$	
	6' Tripod Screen & LCD Projector (3000 Lumens)	0	\$ 500.00	\$	
	Tripod Sign Easel	0	\$ 15.00	\$	
0	Flipchart Kit with Pad & Markers	0	\$ 75.00	\$	
				<b>Subtotal</b>	\$
				<b>25% Service Charge</b>	\$
				<b>9.25% Sales Tax</b>	\$
				<b>TOTAL DUE</b>	\$

\*All pricing is subject to 25% service charge and 9.25% state sales tax.

\*Pricing is a per day charge.

\*Pricing is valid through December 31<sup>st</sup>, 2020

**Billing Instructions**

**Option 1)** Bill to Guest Room      Please provide Guest Name/Confirmation #:

**Option 2)** Bill to Credit Card      A secure link will be sent to your email address to provide us with your credit card information.  
Email:

**Option 3)** Check is Enclosed      Amount:       Check #:

*Note: The Nashville Airport Marriott assumes no liability for failure of electrical current, supply or output, and makes not warranties that the electric sources located at the hotel are suitable for any particular purpose. All items within the designated exhibit area are the responsibility of the exhibitor. The Nashville Marriott assumes no liability for any items that are left unattended within the exhibit area at any time.*

**SHIPPING INFORMATION:**

All shipment of exhibit materials should be directed through to the shows official decorating company. Any shipments sent direct to the hotel will only be accepted 72 hours or less in advance of the show setup.

All shipments received at the hotel will be subject to the following fees:

Boxes: \$6.00 per box under 25 lbs., \$11.00 per box over 25 lbs.      Pallets: \$75.00 per pallet