JW MARRIOTT
INDIANAPOLIS

EXHIBITOR INTERNET AND INFORMATION TECHNOLOGY ORDER FORM

EVENT NAME: _____

BOOTH NUMBER: _____

COMPANY INFORMATION

COMPANY NAME: _____

ADDRES: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

DELIVERY & SETUP INFORMATION

ORDERED BY: _____

CONTACT ON-SITE: _____

CONTACT PHONE: _____

DELIVERY DATE: _____

READY TO USE BY: (CIRCLE ONE)

Between 8am-12pm *Between 1pm-4pm* *any*

PICK UP DATE: _____ TIME: _____

PAYMENT INFORMATION

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

NAME ON CARD: _____

_____

SIGNATURE OF CARDHOLDER & ACCEPTANCE OF TERMS

FAX FORM TO: **Markey's Rental & Staging at the JW Marriott**
Attn: **Markey's Event Technology Dept.**
(317) 860-5801

QUESTIONS: **Please call Markey's Event Technology Sales**
(317) 860-6517

MARKEY'S
RENTAL & STAGING

INTERNET SERVICES

BASIC INTERNET ACCESS PER DEVICE	Advance Rate	Regular Rate	Total
Basic Wireless Service - 768 Kbps	$35	$45	
Basic Wired Service - 768 Kbps	$95	$110	

Basic Service is suitable for basic web surfing and web based email

CUSTOM INTERNET ACCESS PER DEVICE	Advance Rate	Regular Rate	Total
Wireless Premium Service 1.0 Mbps	$100	$125	
Wireless Premium Plus Service 1.5 Mbps	$150	$175	
Wireless Dedicated Service 3.0 Mbps	$300	$3250	
Optional WIRED Service – cost per line	Add $75	Add $75	

Streaming applications should utilize a minimum 1.5Kbps service

For other bandwidth reservations please call or email.

OTHER INTERNET SERVICES PER DEVICE	Advance Rate	Regular Rate	Total
Static Private IP Address	$350 ea.	$400 ea.	
Additional Private IP Address	$100 ea.	$120 ea.	
Static Public IP Address	$350 ea.	$400 ea.	
Additional Public IP Address	$100 ea.	$120 ea.	

NETWORKING SERVICES

EQUIPMENT RENTAL	Advance Rate	Regular Rate	Total
Switch/Hub Rental – 8 Port (10base-T)	$100 ea.	$125 ea.	
Switch/Hub Rental – 24 Port (10base-T)	$200 ea.	$225 ea.	
Patch Cable Cat5e (up to 50')	$20 ea.	$25 ea.	

VOICE SERVICES

EQUIPMENT RENTAL	Advance Rate	Regular Rate	Total
Single Phone Line with Handset	$175 ea.	$200 ea.	
Polycom Speaker Phone Includes: Single Phone Line (dial 9 for o/s)	$225 ea.	$250 ea.	

- Local and Long Distance and International Charges Applicable
- Make Checks Payable To The JW Marriott.
- Payment Must Be Received Prior To Show Date

ORDER TOTAL

ORDER SUBTOTAL: _____

24% SERVICE CHARGE: _____

7% INDIANA SALES TAX: _____

*Sales Tax is only applied to the Order Subtotal.

GRAND TOTAL: _____

Event Technology Services
10 South West Street
Indianapolis, IN 46208

NETWORK SECURITY POLICY

The network security policy implemented for the JW Marriott Indianapolis requires customers adhere to several necessary precautions in order for Markey's to maintain a viable, properly functioning network for all customers. The declaration of compliance and the security requirements as noted herein is an acknowledgement of Markey's filtering policies and must be completed and signed by an authorized representative of the company placing the order. Prior to service being authorized and activated the attached forms must be faxed to Event Technology Services at the JW Marriott Indianapolis.

DEVICE OPERATING SYSTEM: _____

TOTAL # OF DEVICES: _____

TYPE OF ANTI-VIRUS SOFTWARE: _____

VIRUS SCAN LAST UPDATED: _____

SECURITY UPDATES LAST PERFORMED: _____

ARE YOU RENTING COMPUTERS: _____

RENTAL COMPANY NAME: _____

RENTAL COMPANY CONTACT: _____

CONTACT PHONE NUMBER: _____

With the execution of this document the customer hereby attests that customer provided equipment, which will be connected to JW Marriott Indianapolis network has been properly protected, contains anti-virus software and the latest patches and security updates have been installed. Customer also accepts responsibility for the performance of customer's equipment and understands the conditions placed on the service delivery by this document as well as the potential that additional charges may be incurred should customer's equipment be found to adversely impact the JW Marriott network's performance. The customer acknowledges that the Network Security Policy is part of the customer's contract allowing Markey's to provide requested services and is subject to change without notice.

Signature: _____ Date: _____

Printed Name: _____

Acceptance of terms

TERMS AND CONDITIONS

1. Markey's is the exclusive provider of voice, wired and wireless data services for the JW Marriott Indianapolis. This includes all cabling to meeting rooms, foyers, booths, fiber optic, twisted pair, coaxial and all other data and telecommunications related cabling.

2. The use of the network connection(s) provided by Markey's may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to a secondary company or individuals.

3. All devices for which Markey's directly or indirectly provides Internet and/or Network connectivity must pay a device charge or purchase a Markey's assigned IP address.

4. Orders placed on site or after show move-in will be charged at base price plus an additional 20% X Base Price.

5. Shared Internet Services**:** Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. Markey's can engineer a custom dedicated network to accommodate such special requests.

6. Rates do not include computer equipment, NIC card, or TCP / IP software.

7. Wireless transmitters not authorized by Markey's are strictly prohibited**.** Customers wanting to showcase wireless products must contact the JW Marriott 30 days in advance of show move–in to investigate the potential of Markey's engineering a customized cohesive network to operate without interference to other Customers. Applicable labor and equipment charges will apply. The use of any wireless device that interferes with the hotel's existing wireless data frequency range is prohibited and subject to disconnection at the customer expense.

8. Markey's does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone beyond and outside of the JW Marriott Indianapolis.

9. Only Markey's personnel are authorized to modify system wiring and cabling.

10. Cancellation within 24 hours of move-in or setup will be subject to a minimum $150 cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.

11. Service problems must be reported to the Event Technology Department.

12. Any additional cost incurred by Markey's to assist in (a.) diagnosing or problem resolution found not to be the fault of Markey's or (b.) the collecting of information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.

13. The prices listed do not include Federal, State, Local or Other Taxes. 24% Equipment Service Charge applies to all listed prices.

14. The customer is responsible for all international, long distance and other applicable charges against the assigned telephone numbers.

15. Relocation of internet and data lines will incur a per line move fee starting at $75 (Telephone), $100 (Internet).

17. Prices are based upon current rates and are subject to change without notice.

{Enter Show Name Here}

{Enter Show Date Here}

EXHIBITOR ORDER FORM

AUDIOVISUAL EQUIPMENT

JW MARRIOTT INDIANAPOLIS

1 ORDER INFORMATION

BOOTH #s _____

COMPANY NAME _____

Address _____

City _____

State _____ Zip _____

Phone: _____

Fax #: _____

Email: _____

Ordered By: _____

Contact On-Site: _____

Contact Phone #: _____

Delivery Date: _____

Delivery Time: *please circle one of the delivery time frames*

8am-12pm **1pm-4pm** **Any between 8am-4pm**

Pickup Date: _____ * Time: _____

Someone must be present at your booth to accept delivery.
Delivery will be delayed two hours if no one is present.

2 PAYMENT OPTIONS

A confirmation will be sent back to you with an order number.

☐ **COMPANY CHECK** (no personal checks please.)

*Make check payable to JW Marriott Indianapolis

☐ **CREDIT CARD** (please circle card type)

AmEx Visa MasterCard Discover

Name on Card _____

Card Number _____

Security Code _____

Expiration Date _____

Signature of Cardholder (please sign on line below)

Mail Form and Payment To:
Markey's Rental & Staging
10 South West Street
Indianapolis, Indiana 46204
or
attn: Markey's Sales Dept.

Fax Form and Payment To:
Fax: (317) 860-5801
Attn: Markey's Sales Dept.

3 TERMS OF RENTAL AGREEMENT

1. Payment is due upon ordering of equipment.
2. Orders received without payment will be returned.
3. 100% cancellation fee for less than 24 hours notice from delivery.
4. All cancellations and changes must go through Technology Dept.
5. Someone must be present at your booth to accept delivery.
6. 24% Equipment Service Charge will be added to all orders.
7. 20% After Deadline Fee for orders received after {enter date here}.

PLEASE SIGN AND DATE ON LINE BELOW

We understand and agree to the terms listed above.

4 EQUIPMENT

EQUIPMENT	Day Rate	Qty	# Days		Total
MONITORS & PROJECTORS					
55" 16x9 LCD HDTV w/ Stand	$375.00			=	
42" 16x9 LCD HDTV w/ Stand	$325.00			=	
32" 16x9 LCD HDTV w/ Stand	$275.00			=	
20" Flat Screen LCD PC Monitor	$150.00			=	
Bring Your Own Projector Package	$195.00			=	
includes: cart, AC, power strip, VGA cable				=	
LCD Projector with Skirted Stand	$500.00			=	
VIDEO PLAYERS					
DVD Player with Auto Repeat	$95.00			=	
BluRay DVD Player	$100.00			=	
AUDIO					
100 Watt Powered Speaker	$150.00			=	
Wireless Lavalier or Handheld Mic*	$175.00			=	
Microphone with Floor Stand *	$75.00			=	
CD Player *	$75.00			=	
4-Channel Microphone Mixer	$75.00			=	
*speaker required for this item.					
MISCELLANEOUS					
A-Frame Easel	$25.00			=	
Tripod Screen - 70" to 8' wide	$75.00			=	
48" Skirted Monitor Cart	$50.00			=	
25' AC Cord**	$15.00			=	
Multiple Outlet Power Strip**	$25.00			=	
**electricity must be ordered separately. See electrical order form for rates.					
25' VGA Computer Extension Cord	$20.00			=	
other	$			$	
other	$			$	
COMPUTERS AND PRINTERS					
Laptop w/2.4 Ghz, 4MB Ram, 17"	$250.00			=	
Compaq PC w/ 20" Flat, 2.4 Ghz	$200.00			=	

MARKEY'S RENTAL & STAGING

QUESTIONS - PLEASE CALL MARKEY'S SALES (317) 860-4959

5 ORDER TOTAL

EQUIPMENT SUBTOTAL _____

24% Equipment Service Charge _____

7% SALES TAX **(7% of equipment subtotal)**

TOTAL COST FOR YOUR ORDER _____

OTHER LABOR (if applicable) $85/hr. _____

GRAND TOTAL _____

THANK YOU FOR YOUR ORDER.
PLEASE REMEMBER TO SIGN THE FORM.

JW MARRIOTT
INDIANAPOLIS

EXHIBITOR ELECTRICAL SERVICE ORDER FORM

Markey's Rental & Staging is proud to serve as the exclusive in-house provider of electrical services for the JW Marriott Indianapolis. Markey's is required to approve and provide all three phase electrical connections in ballrooms, meeting rooms and foyers. We look forward to providing you with outstanding service and equipment.

EVENT NAME: _____

BOOTH NUMBER: _____

COMPANY INFORMATION

COMPANY NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____

FAX: _____

EMAIL: _____

DELIVERY & SETUP INFORMATION

ORDERED BY: _____

CONTACT ON-SITE: _____

CONTACT PHONE: _____

DELIVERY DATE: _____

READY TO USE BY: (CIRCLE ONE)

Between 8am-12pm *Between 1pm-4pm* *any*

PICK UP DATE: _____ TIME: _____

PAYMENT INFORMATION

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

NAME ON CARD: _____

_____

SIGNATURE OF CARDHOLDER & ACCEPTANCE OF TERMS

FAX FORM TO: **Markey's Rental & Staging at the JW Marriott**
Attn: **Markey's Event Technology Dept.**
(317) 860-5801

QUESTIONS: **Please call Markey's Event Technology Sales**
(317) 860-6517

MARKEY'S
RENTAL & STAGING

120 VOLT POWER

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
5 Amp	$100	$120		
10 Amp	$150	$180		
20 Amp	$200	$240		
Other (pls. call)				

208V - THREE PHASE SERVICE

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
30 Amp	$350	$420		
60 Amp	$500	$600		
100 Amp	$1000	$1200		
200 Amp	$2000	$2200		
400 Amp	$4000	$4200		
OTHER				

ELECTRICAL EQUIPMENT RENTAL

RENTAL ITEMS	ADVANCE RATE	REGULAR RATE	QTY	TOTAL
25' 120v Extension Cord	$25	$30		
50' 120v Extension Cord	$35	$42		
Multiple Outlet Strip	$25	$30		
Other				
50' Feeder Tails 2/0	$200	$240		
100' Feeder Tails 4/0	$300	$360		
50' Cam Lock Tails	$200	$240		
50' L6-30 208V Cable	$100	$120		
100' L6-30 208V Cable	$150	$180		

- Cancellation must be received by Markey's Consultant.
- No refunds after installation of service.
- Orders placed on-site or after show move-in will be charged at Regular Rates.
- Make checks payable to the JW Marriott. Payment must be received prior to show date.

ORDER TOTAL

ORDER SUBTOTAL: _____

24% SERVICE CHARGE: _____

7% INDIANA SALES TAX: _____

*Sales Tax is only applied to the Order Subtotal.

GRAND TOTAL: _____