

Madison Marriott West

Exhibitor Services Form

FAX TO: 608-831-6837

Please submit via fax no later than 14 days prior to Show. Orders received less than 14 days prior to Show are subject to equipment availability and will be charged the Late Price.

Name of Show:	
Date of Show:	
Exhibitor Company Name:	Booth #:
Contact Name:	
Phone Number:	
Email:	

Item	Quantity	Price, each	Late Price, each
Extra Stack Chair		\$10.00	\$17.50
8' table		\$30.00	\$52.50
6' table		\$30.00	\$52.50
Cocktail round		\$30.00	\$52.50
DVD Player with 27" screen on a cart		\$160.00	\$280.00
27" Flat Screen, on a cart		\$110.00	\$195.00
A/V Cart		\$15.00	\$26.00
Easel		\$10.00	\$17.50
Wireless High Speed Internet (for 1 user)		\$25.00	\$45.00
Wired High Speed Internet		\$75.00	\$131.00
10 amp circuit w/ power strip (laptops, low amp booth lights)		\$50.00	\$87.50
20 amp circuit (medical equipment, food service equipment) Please list what you are plugging in:		\$75.00	\$131.00
Box Handling under 40 lbs		\$5.00	\$5.00
Box Handling over 40 lbs or Display Cases		\$20.00	\$20.00
Pallet Handling		\$50.00	\$50.00

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Shipping & Receiving Policies

- Please use the following address to ship all packages:

Madison Marriott West
1313 John Q Hammons Drive
Middleton, WI 53562

Hold for NAME OF CONFERENCE, DATE OF CONFERENCE
 BOOTH NAME, BOOTH NUMBER
 BOX 1 OF 4 (BOX 2 OF 4, ETC)

- All packages should be scheduled to arrive no more than 72 hours prior to Show date. Packages that arrive prior to that will incur a storage fee in addition to the handling fee.
- FedEx Air is the only guaranteed pick up service the hotel provides. This pick up is available Monday – Friday between 5 PM – 7:30 PM.
- FedEx Ground and UPS Air/UPS Ground have to be scheduled for pickup by the client wishing to ship. This service IS NOT PROVIDED by the hotel. We do have FedEx/UPS forms on property for your convenience.
- FedEx Home Delivery is also a ground service and needs to be scheduled by the client in advance for pick up.
- Form of Payment is a valid FedEx account number or a UPS account number. If no form of payment is applied, the packages will not be shipped.
- When packages are ready to be shipped out, please have all of the necessary paperwork on all packages (FedEx, UPS Labels) and leave them in the booths for the banquet department to pick up. You are also welcome to call the banquet staff by using any house phone located on the walls of the trade center. Do NOT label them as Marriott being the sender, this is not accurate. Your company and/or name should be listed as the sender.
- The Marriott Staff will pick up the packages and deliver them to the appropriate pickup area for outgoing shipping.
- Should you have questions regarding our shipping procedures, please contact Jason Hiestand at 608-831-2000 x 1061, or Jason.hiestand@atriumhospitality.com

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INDIVIDUAL CREDIT CARD 3rd party billing authorization

Guest Name: _____

Company/Organization: _____

Company Address: _____

City, State, Zip Code: _____

Telephone: _____ Fax: _____

Arrival/Function Date(s): _____

Total Estimated Charges*:

*card will be authorized immediately

Estimated Room & Tax _____ Incidentals _____ Other _____

Bill to:	American Express: <input type="checkbox"/>	Visa: <input type="checkbox"/>
	MasterCard: <input type="checkbox"/>	Diners: <input type="checkbox"/>
	Carte Blanche: <input type="checkbox"/>	Discover: <input type="checkbox"/>

Card Number: _____

Expiration Date: _____

Card Holder: _____

Issuing Bank Phone # _____

Authorization: _____

Signature of Card Holder: _____ Date: _____

Signature of Sales/Catering/Front Office Mgr: _____ Date: _____

Please fax form to Marriott Madison West (608) **831 - 6837**

Contact the Accounting Department at (608) 831 - 2000 with any questions