JW MARRIOTT.
WASHINGTON DC

SHIPPING CHARGES

In order to provide exceptional service in the shipping and receiving of parcels and the delivery of them to your group, exhibitors and convention attendees, the following guidelines have been established by the JW Marriott Washington DC. Please share these guidelines with attendees and/or exhibitors that will be shipping or having deliveries to the Hotel.

All shipments and deliveries must be addressed in the following format:

YOUR NAME, GROUP NAME
C/O Event Manager's Name
JW Marriott
1331 Pennsylvania Avenue, NW
Washington, DC 20004

Please send Shipments and Deliveries so that they arrive no more than (3) days before the start of the meeting/conference. All Shipments and Deliveries arriving earlier will be subject to the Storage Fees listed below.

The Hotel must be notified in advance that materials are being sent. The Hotel must be informed of the quantity, arrival date and shipping company at least (1) working day in advance of the delivery.

Please provide a list of the Shipment's tracking numbers and the name of the individual to whom the package is addressed so that any missing parcels can be located in a timely manner.

All outgoing Shipments must be properly sealed, labeled with a return address, a delivery address and phone number for the sender. An account number for the delivery service of choice or the sender's credit card number and expiration date must be included to ensure proper charges by the shipping company. The Guest or Organization is responsible for contacting the delivery service of choice for pick up.

The JW Marriott applies package handling charges for each parcel or pallet received at the hotel. The charges are listed below:

Handling	Fees	Storage		Fees
Box (regular)	$5.00	4th day	Box (regular)	$5.00/day
Box (large, oversize)	$20.00	4th day	Box (large, oversize)	$10.00/day
Display Case	$50.00	4th day	Display Case	$15.00/day
Pallet or Crate	$175.00	4th day	Pallet / Crate	$100.00/day

PSAV® PRESENTATION SERVICES

JW MARRIOTT® WASHINGTON DC

JW Marriott Washington, DC
1331 Pennsylvania Avenue, NW
Washington, DC 20004
Phone: (202) 626-1608/2651
Fax: (877) 759-7708

2014 EXHIBITOR SERVICE ORDER FORM

OFFICE		QTY	TOTAL
Laptop PC w/Windows/Office	$ 300.00		
High Speed Laser Printer	$ 400.00		
DISPLAYS		**QTY**	**TOTAL**
21" Flat Panel Monitor (table stand)	$ 200.00		
32" Plasma Monitor (table stand)	$ 400.00		
42" Plasma Monitor	$ 600.00		
52" Plasma Monitor	$ 800.00		
61" Plasma Monitor	$ 1,200.00		
70" LCD Touchscreen Monitor	$ 1,400.00		
LCD Projector 2000-3000 Lumen	$ 600.00		
Tripod Screen	$ 110.00		
Displays includes: cart/stand and VGA cable			
COMMUNICATIONS		**QTY**	**TOTAL**
House Telephone	$ 55.00		
DID Phone Line (includes handset)	$ 155.00		
Voicemail Option (requires digital phone)	$ 50.00		
Rollover Option (requires digital phone)	$ 50.00		
Digital Phone Line (includes handset)	$ 255.00		
Polycom Speakerphone (requires phone line)	$ 195.00		
AUDIO		**QTY**	**TOTAL**
Wireless Microphone (Handheld/Lapel)	$ 220.00		
Wired Microphone (with stand)	$ 90.00		
6-Channel Mixer	$ 175.00		
Compact Loudspeaker	$ 150.00		
Podium	$ 75.00		
INTERNET		**QTY**	**TOTAL**
Wired Line (up to 25') 2MB	$ 225.00		
Wi-Fi (one device)	$ 35.00		
Wi-Fi (up to 5 devices)	$ 175.00		
ELECTRICAL		**QTY**	**TOTAL**
20 AMPS (120V, 1 Phase)	$ 100.00		
60 AMPS (120V, 1 Phase)	$ 300.00		
100 AMPS (208V, 3 Phase)	$ 500.00		
200 AMPS (208V, 3 Phase)	$ 1,000.00		
All power drops include one power strip. Additional strips, $15 ea.			
NUMBER OF DAYS NEEDED		x	
SUB TOTAL		$	
HOTEL SERVICE CHARGE (24%)		x24%	
SUB TOTAL		$	
SALES TAX (5.75%)		*x5.75%*	
MINIMUM DELIVERY/PICKUP		$100	
GRAND TOTAL		$	

PLEASE NOTE

All charges are on a per day basis. A 5.75% D.C. sales tax & 24% service charge will be applied to all orders. Equipment cancelled within 12 hours of an event will be charged 50% of the full price. Credit or payment MUST be established before installation.**Local & Long Distance rates may apply to phone line rentals. Delivery & Pickup charges vary according to scope and type of service ordered. Please inquire directly for accurate pricing.

All fees current as of December 2013

INFORMATION

EVENT NAME

COMPANY

BILLING ADDRESS

CITY *STATE* *ZIP*

PHONE # *FAX #*

MOBILE # *EMAIL*

CARDHOLDER'S NAME *TITLE*

CARDHOLDER'S SIGNATURE

ON SITE CONTACT

ROOM *BOOTH*

SETUP DATE ***TIME***

REMOVAL DATE ***TIME***

ACTUAL SHOW DATES ***TIME***

ELECTRICAL NOTICE: Washington, DC code requires that no electrical or apparatus can be connected unless it conforms to the D.C. electrical code. Flexible cords and cables less than #14 gauge are not permitted. Only fixtures with screw-in type allowed with #14-3 SJ cord.

PAYMENT BY CREDIT CARD

CREDIT CARD NUMBER:

TYPE: *EXP DATE*

CID:

CARDHOLDERS NAME

SIGNATURE