MARRIOTT
ATLANTA NORTHWEST
GALLERIA

Drayage

To assist you with shipping, handling and delivery or pick-up, please use the following instructions. Please sign and return a copy for our records indicating your acceptance of these terms. We require a signature prior to receiving any deliveries.

Event/Group/Conference Name:					
Your Name:			**Company Name:**		
Email Address:			**Booth Number:**		
Office Number:			**Cell Number:**		
Scheduled Date of Delivery:		**Scheduled Date of Pickup (at Hotel):**		**Estimated Time of Arrival:**	
Number of Pieces Shipped:					

* Please complete and email the credit card form if paying by credit card.
** If paying by check, please note checks must be received by the Hotel no less than 14 business days prior to arrival.
*** If you wish to submit your cc information electronically, contact the hotel directly and ask them to email you a Sertifi link

Label packages with the following information:	**Address to:**
Guest Name Date of Arrival Event Name Name of the Hotel Event Manager Company Name	Atlanta Marriott Northwest 200 Interstate North Pkwy Atlanta, GA 30339

Receiving/Handling:

- Packages under 40 pounds will be charged $20.00 each
- Packages over 40 pounds will be charged $45.00 each
- Pallets/crates will be charged at $100.00 each
- Charges will be applied to both inbound and outbound shipments
- Charges for shipments requiring special handling will be assessed accordingly

Storage:

Shipments arriving more than 3 days prior to an event or guest arrival will be charged (minimum) additional $25.00 per package per day, and additional $100.00 for pallets/crates per day

Approved By: _____ _____ _____

Printed Name | Signature | Date

ELECTRICAL SERVICE ORDER FORM

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Event Name:			Event Date:		
Exhibitor:			Booth Number:		
Address:					
City:		State:		Zip Code:	
Contact:		Phone:		Fax:	

Quantity	Services Available	Advance Rate	Floor Rate
	Booth Power	$125.00	$150.00
	Special Event Electrical Distribution Panel: 100 Amp / 20 - 20 amp circuits / three phase (for concerts, large-scale production)	$675.00	$1000.00
	ADDITIONAL SERVICES		
	Hang Banners (in/out)	$200.00	$350.00
	Ladders (Hotel Engineer to Use Only)	$150.00	$300.00
	Vertical Man Lift	$4,000.00	$10,000.00
	Wireless Internet Access (per connection)	$16.00	$20.00
	REQUEST OTHER SERVICES NOT LISTED HERE (HOTEL TO CONFIRM AVAILABILITY)		
	55” Monitor	$550	N/A

IMPORTANT CONDITIONS AND REGULATIONS

- Advance orders must be received a minimum of three (3) weeks prior to scheduled exhibitor arrival for move in.
- Payment in full must be rendered prior to close of show; No Exceptions Please!
- Credit will not be given for electrical service installed and not used.
- Damage to building is responsibility of exhibitor
- All material and equipment furnished by Hotel for this service order shall remain the Hotel property and shall be removed ONLY by the Hotel Electrician at the close of the show.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and does not include connecting equipment or special wiring.
- Walls, columns and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
- All equipment regardless of source of power must comply with all federal, state and local safety codes.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
- Claims will not be considered unless filed by the exhibitor prior to close of exposition.
- Under no circumstances shall anyone other than "house electrician" make electrical connections.
- Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed with "house electrician", however, all service connections and overload protection to such equipment must be made by "house electricians" only.
- All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- Electrical power for lights and displays will be turned on one hour prior to show opening time and off at show closing time daily.
- All exhibitor's cords must be of 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- Requests for special voltage must be received by Hotel 30 days prior to scheduled exhibitor arrival and move-in.
- All production companies are to provide pig tails and cables to destination in Ballrooms and 'Exhibition Hall'.
- Prices based upon current wage rates and are subject to change without notice.

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200 Interstate North Parkway, SE, Atlanta, GA 30339
Tel: (770) 952-7900

Credit/Debit Card Authorization

Guest or Event Name: **Date(s) of Stay or Event:**

This Card to Cover (Circle All That Apply):

Room & Tax **Incidentals** **Electrical** **Drayage** **Parking** **Catering** **Audiovisual**

Others Authorized to Sign for Charges

Name _____

Name _____

Name _____

I hereby authorize The Atlanta Marriott Northwest at Galleria to charge my personal/corporate credit card for expenses incurred as noted above. Authorization for all estimated charges including a 10% addition for incidental expenses will be obtained at least 3 days prior to arrival. PCI compliance mandates that this form must be faxed. Form must be received by the hotel at least three (3) business days prior to check-in date or function date.

If you wish to submit your cc information electronically, contact the hotel directly and ask them to email you a Sertifi link.

Signature of Cardholder _____

Cardholder Name _____

Credit Card Number _____

Credit Card Type _____

Expiration Date _____

CVV Number _____

Billing Address: _____

Company Name _____

Mailing Address
(If Different from Billing Address) _____

Email Address: _____