

Exhibitor Services Form

Exhibitor Service requests must be received by the Convention Services Department at least (14) days prior to your conference. Order form must be completed in its entirety (including equipment description) and accompanied by a check or credit card number to become final.

Return to: Savannah Marriott Riverfront
 Convention Services Department –Attention: Cindy Johnson
 100 General McIntosh Boulevard
 Savannah, GA 31401
 DIRECT: 912/373-2007 FAX: 912/233-8897 EMAIL: cjohnson@marriottsales.com

NOTE: We cannot guarantee service on late requests. There will be (without exception), a \$50.00 service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional \$100.00 for service. Also, a minimum \$25 service fee will be applied to any equipment requiring on-site wiring.

<u>Outlet Item</u>	<u>Number Needed</u>	<u>Regular Price</u>	<u>Cost</u>
110 Volt Each/10 Amp Standard Outlet – (2) Plug-Ins		\$75 per day	
220 Volt Each/20 Amp Standard Outlet – (1) Plug-In		\$150 per day	
Power Strips		\$15 each per day	
Extension Cords		\$10 each per day	
High Speed Internet Access (Choose Wired or Wireless)		\$250 per line, per day	
42" Monitor		\$250 per day	
60" Monitor		\$450 per day	
		Grand Total	

Equipment Description: _____ Volt _____ Amps

<p><u>Special Notice:</u></p> <ul style="list-style-type: none"> - Package Handling Fees Apply. Please contact your Convention Services Manager for a full list of charges. - All packages to mailed to the address listed above – ATTN: YOUR NAME/GROUP NAME AND ARRIVAL DATE - Any power requirements other than those specified on this sheet, must be discussed with your Convention Services Manager - All electrical equipment must have Underwriter’s Laboratory seal - The hotel is not responsible for damage to equipment due to variations in voltage caused by public service - The hotel will not hook up improperly wired equipment

Convention Name: JAWS	On-Site Contact:	
Company Name:	Email:	
Address:	Booth # (If Available):	
City/State/Zip:	Phone No:	
Credit Card Number:	Expiration:	
Signature: _____	Date: _____	



MARRIOTT
SAVANNAH RIVERFRONT

INSTRUCTIONS FOR PACKAGE STORAGE/DELIVERY/SHIPPING SERVICES

Event-related Packages/Exhibit Materials must be addressed as follows:

**Name of Guest/Contact
Name & Date of Conference
(Important: Please note on Label if packages are for an Exhibitor)
Savannah Marriott Riverfront
100 General McIntosh Blvd
Savannah, GA 31401**

All incoming packages should be specifically labeled and addressed to the Exhibitor or guest receiving package and marked with the name and date of your meeting. Because there is limited storage space, boxes can be accepted no more than three (3) working days prior to your meeting. Storage fees will apply if packages arrive prior to the 72 hour grace period or are left more than 72 hours following the conclusion of your function. Handling and/or Shipping charges will also apply for all group related packages. (See Fees Below). Exhibitors will be charged directly for any applicable storage, delivery or shipping fees and are responsible for providing a method of payment (See Form Attached)

Note: The facility will not accept or store packages/exhibit materials addressed to the Hotel or Hotel staff. Event-related Packages/Exhibit Materials must be addressed as follows : Guest/Contact Name, Name and Date of Conference. Hotel will not be liable for the security of materials left in the facility following the conclusion of your move-out date(s), nor can Hotel assume responsibility for the shipping of such materials. Any items remaining after one week will be discarded.

Package Size	Handling Fees
Envelope	\$5.00
1 – 25#	\$10.00
26-50#	\$20.00
51# and Over	\$30.00 & Up
Golf Club/Display Cases	\$200.00
Pallets ½ under 36”	\$200.00
Pallets Full	\$250.00