

Date Ordered: \_\_\_\_\_

Ordered By: \_\_\_\_\_

Convention Name: \_\_\_\_\_

Group/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Location	Number of Connections	Date Installed	Time Installed	Date Removed	Time Removed

**Additional Information:**

**Method of Payment:**  Mastercard  Visa  Amex  Check# \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_ Exp Date \_\_\_\_/\_\_\_\_/  
 Card Holder's Name (Print) \_\_\_\_\_  
 Authorized Signature \_\_\_\_\_

**Checks are payable to: Philadelphia Marriott Downtown. Mail to address below.**

**Price Guide:**

**One time set-up fee, which includes 1 computer connection for 1 day \$600.00**  
**Each additional computer connection, each additional day, per day \$125.00**

**Please Note:**

- ❖ A connection is defined as "1-computer having access to the system". The use of wired or wireless hubs, switches or routers, without prior consent of the Philadelphia Marriott Downtown and iBAHN is prohibited.
- ❖ All services are subject to a 20% service charge and 7% tax.
- ❖ Charges are applied starting on the date of install, and ending on the date of removal, as shown above.
- ❖ Payment by check is accepted with an authorized credit card as back-up only.
- ❖ Prices are subject to change without notice.
- ❖ 100% cancellation fee on any item(s) cancelled within 72 hours of the event.

**Hotel/Telco use only:**

AVEO# \_\_\_\_\_ PMS/Folio # \_\_\_\_\_

Event Manager: \_\_\_\_\_ Ext. \_\_\_\_\_ Nextel: \_\_\_\_\_

**PLEASE DIRECT QUESTIONS OR PAYMENTS TO:**

**Attention: Event Technology Department**  
**Philadelphia Marriott Downtown**  
**1201 Market Street, Philadelphia, PA 19107**  
**Phone: 215-625-6719 Fax: 215-625-6767**