



JW MARRIOTT®
MARCO ISLAND

Wi-Fi EXHIBITOR SERVICES

Please complete the attached forms to purchase Wi-Fi or wired internet connection for your conference. When you have completed the forms, please Email to Ara.Ferejian@Marriott.Com

If you are on property, please call the property IT department at 239-351-0771

TECHNOLOGY EXHIBITOR SERVICES



400 South Collier Boulevard
Marco Island, FL 34145

NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

The total charge per item is determined by multiplying the price by the quantity and days ordered. All internet services include a 25% facility fee and 7% tax.

PLEASE SUBMIT THE ATTACHED CREDIT CARD AUTHORIZATION FORM EITHER BY FAX PRIOR TO THE EVENT. DURING THE EVENT, PLEASE PRESENT THE CREDIT CARD AUTHORIZATION FORM TO THE JW MARRIOTT TECHNOLOGY TEAM.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to services and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, facility charge and tax.

Please specify the number for each service

Internet	Each	Quantity	Days
Wired internet connection (Per Day)	\$360		
Wireless internet connection (Per Day – 5Mbps)	\$30		
House Phone with Long Distance calling (Per Day)	\$150		
Conference/Polycom including Long Distance (Per Day)	\$400		

For Dedicated or custom bandwidth please contact us for a quote

Please specify the password you would like to use for the conference Wi-Fi.

Password: _____



JW MARRIOTT.
MARCO ISLAND

Credit Card Authorization Form

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. **For group event deposits or payments, amount to be charged may be posted to noted credit card, 3-4 days prior to event dates.**

Please fax the completed form to the JW Marriott Marco Island at {239-970-8829}. Attn: Ara Ferejian

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)
 Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other _____

Rate Information and Approved Charges (Appropriate boxes must be selected to process form)

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room and Tax (\$1,000 max) Resort Fee Parking

Credit to Guest Folio in the Amount of: \$_____ (\$1,000 max)

I certify that all information is complete and accurate. I hereby authorize the JW Marriott Marco Island to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder Name: (Printed) _____

Cardholder Signature: _____ Date: _____



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: JW Marriott Marco Island, 400 South Collier Boulevard, Marco Island, FL 34145
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

MONITORS	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 24" LED monitor <input type="checkbox"/> Wall mount <input type="checkbox"/> Single-pole stand	\$ 225			\$ 0
<input type="checkbox"/> 55" LED monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ 765			\$ 0
<input type="checkbox"/> 70" LED monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ 1,175			\$ 0

AUDIO EQUIPMENT	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Wireless microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier	\$ 230			\$ 0
<input type="checkbox"/> Wireless headset microphone <i>Requires wireless microphone unit to operate</i>	\$ 95			\$ 0
<input type="checkbox"/> Powered all-in-one speaker/sub <i>Up to five people</i>	\$ 210			\$ 0

ACCESSORIES	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> Laptop	\$ 255			\$ 0

PROJECTION	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> LCD projector package <i>Includes projector, cart, screen and cable lot</i>	\$ 710			\$ 0
<input type="checkbox"/> Projector support package	\$ 205			\$ 0

LIGHTING	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> LED wash light	\$ 100			\$ 0

POWER	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> 120V - 5AMP	\$ 58			\$ 0
<input type="checkbox"/> 120V - 10 AMP	\$ 86			\$ 0
<input type="checkbox"/> 120V - 20 AMP	\$ 145			\$ 0
<input type="checkbox"/> Power Strip/Extension Cord	\$ 42			\$ 0

CUSTOM ITEMS	PRICE	QTY	DAYS	TOTAL
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ 0
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ 0
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ 0
<input type="checkbox"/> _____	\$ _____	_____	_____	\$ 0

RIGGING All rigging requests should be placed using the [Rigging Request Form](#)

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation.

All Encore solutions are subject to our property's 25% service charge and 7% sales tax. Above prices do not reflect labor charges, which may apply.

Please email completed forms to : JWMarcoSales@encoreglobal.com

TOTAL COSTS	PRICE
Equipment Total	\$
Setup & Teardown	\$ 100.00
Service Charge (25%)	\$
Sales Tax (7% tax)	\$
TOTAL DUE	\$

Sarah A. Bleiweiss, CMP, VEMM

Encore – Director of Sales

JW Marriott Marco Island

400 South Collier Boulevard, Marco Island, FL 34145

mobile: 239.877.2128

email: sarah.bleiweiss@encoreglobal.com



encore

EVENTS THAT TRANSFORM