



**MARRIOTT  
MARINA DEL REY**

**VidTrans  
PHONE ORDER & MODEM REQUESTS**

**DATE:**

**EVENT MANAGER: Janet Luna**

INSTALL DATE	INSTALL TIME	REMOVAL DATE	REMOVAL TIME

CONVENTION NAME:

ACCOUNT # (hotel to supply):

CONTACT NAME:

PHONE #:

COMPANY NAME:

ROOM NAME:

BOOTH #(if applicable):

CREDIT CARD #:

EXP. DATE:

SIGNATURE: \_\_\_\_\_

*\*Copy of credit card, front and back must be submitted with form*

WHAT TYPE	HOW MANY	COST	TOTAL COST	EXT.
DID LINE Direct inward dial number/used to dial		Per Day	\$150.00	

WHAT TYPE	HOW MANY	COST	TOTAL COST	EXT.
MODEM LINE Direct line outside the hotel, does not go through the hotel operator		Each day	\$100.00	

WHAT TYPE	HOW MANY	COST	TOTAL COST	EXT.
SPEAKER PHONE Conference phone used for multiple guests to hear & speak with each other		Each day	\$225	

WHAT TYPE	HOW MANY	COST	TOTAL COST	EXT.
HIGH SPEED LINE Wired or wireless		Wireless per day	\$30.00	
		Wired per day	\$85.00	

WHAT TYPE	HOW MANY	COST	TOTAL COST	EXT.
ELECTRICAL		Standard per day	\$30.00	

**\*\*ADDITIONAL CHARGES APPLY FOR ALL PHONE CALLS, LOCAL AND LONG-DISTANCE\*\*** also a 24% service charge and 8.75% tax  
Return form via email: janet.luna@marriott.com or Return form via fax: 310-448-4825



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AUDIO VISUAL - PRICE AND ORDER FORM

All prices quoted are per day and are subject to 24% Service Charge and 8.75% Sales Tax

<u>ITEM</u>	<u>Quantity</u>	<u>Per Unit Cost</u>	<u>TOTAL</u>
<i>Monitor/Data Display/Players</i>			
29" Video Monitor with cart	_____	<u>\$350.00</u>	_____
50" Flat Plasma Display	_____	<u>\$500.00</u>	_____
DVD Player	_____	<u>\$100.00</u>	_____
<i>Sound Equipment</i>			
Lavaliere Microphone	_____	<u>\$45.00</u>	_____
Wireless Lavaliere Mic	_____	<u>\$155.00</u>	_____
4 channel Mixer (required with multiple sound equipment)	_____	<u>\$55.00</u>	_____
Sound Patch to House system	_____	<u>\$70.00</u>	_____
CD Player	_____	<u>\$85.00</u>	_____
<i>Screens</i>			
6' Tripod	_____	<u>\$60.00</u>	_____
7' Tripod	_____	<u>\$70.00</u>	_____
8. Tripod	_____	<u>\$80.00</u>	_____
10' Tripod	_____	<u>\$110.00</u>	_____
Flip Chart	_____	<u>\$70.00</u>	_____
Easel	_____	<u>\$15.00</u>	_____
Banner Hanging	_____	<u>\$75.00</u>	_____

Additional equipment available if needed – call hotel for quote

CONTACT NAME: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Dates: \_\_\_\_\_ Booth#: \_\_\_\_\_

*Fax order form back with credit card authorization to 310-448-4825 – Attn: Janet Luna*



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ADVANCE DEPOSIT / CREDIT CARD AUTHORIZATION FORM

Dear Value Customer,

We are delighted that you have selected us to host your event. Please provide all the information requested below so that we process the event charges. We ask you to please sign and date the form before submission. Please fax the completed form to 310-448-4825

**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: \_\_\_\_\_

**Event Information**

Event name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

Event date: \_\_\_\_\_

**Event Charges**

Room rental:		Food and Beverage:		Audio Visual:		Other (specify):	
Taxes:							
*(Rate and tax amount must be provided by a hotel representative in order to complete this form)							

I certify that all information is complete and accurate. I hereby authorize {Marina del Rey Marriott} to collect payment for all charges as indicated in the Event Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed \_\_\_\_\_ for the entire event. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: <small>(Printed)</small>			
Cardholder signature:		Date:	

**Form must be sent at time of request, and will be charged 72 hours prior to event.**