

# ENGINEERING REQUEST FORM

An additional 50% will be added to final bill if advanced notice is less than 48 hours.

## 1. ELECTRICITY

All portable cords must be of the three (3) wire grounded type per the National Electrical Code. The National Electrical Code requires that all exposed non-current carrying parts of equipment, which are liable to be energized, shall be grounded. Marriott will only be responsible for the set-up and tear down of rented equipment through our property. For additional assistance with set-up and tear down of equipment additional fees will apply.

_____ Spider Box	\$250.00 per day
_____ Portable Cords (25' or 50')	\$7.75 each per day
_____ 115 Volts up to 20 AMPS	\$75.00/per day
_____ 115 Volts up to 30 AMPS	\$125.00/per day
_____ 208 Volts, 1 Phase, 20 AMPS	\$150.00/per day
_____ 208 Volts, 1 Phase, up to 200 AMPS	\$5.00 per AMP/per day
_____ 208 Volts, 3 Phase, up to 200 AMPS	\$7.50 per AMP/per day

## 2. OTHER SERVICES

Marriott will only be responsible for the set-up and tear down of rented equipment through our property. For additional assistance with set-up and tear down of equipment additional fees will apply.

_____ Engineering Services	\$60.00 per hour
_____ Running Water	Priced at time of Set-up
_____ Portable Genie Lift*	\$25.00 per hour based on availability
_____ Interior Banner	\$35.00 per banner
_____ Exterior Banner	\$100.00 per banner
_____ Lock Change - # of Keys: _____	\$35.00 per lock
_____ Speaker Phone** (meeting of 3 ppl. or less)	\$50.00 per phone per day
_____ Standard Phone**	\$35.00 per phone per day
_____ Phone Line Only _____ (DID Line)	\$35.00 per line per day
_____ Key Block _____ (Fax Line)	
_____ _____ (Credit Card Machine)	

\*A liability waiver will need to be signed.

EVENT NAME: \_\_\_\_\_

ROOM NAME: \_\_\_\_\_

DATE & TIME OF INSTALLATION: \_\_\_\_\_

DATE & TIME OF TEARDOWN: \_\_\_\_\_

ON-SITE CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### INTERNAL USE ONLY

MANAGER NAME: \_\_\_\_\_ Geo DeMaddalena \_\_\_\_\_ EXT# 4489  
 DIAGRAM PROVIDED TO ENGINEERING?: \_\_\_\_\_  
 BEO # \_\_\_\_\_

### SPECIAL INSTRUCTIONS

#### PAYMENT:

\_\_\_\_\_ MASTER ACCOUNT \_\_\_\_\_ DIRECT BILL \_\_\_\_\_ CHECK \_\_\_\_\_

CREDIT CARD NO. \_\_\_\_\_ EXP. DATE \_\_\_\_\_ 3-DIGIT CODE: \_\_\_\_\_

ALL CHARGES ARE DUE AND PAYABLE TO: THE MARRIOTT HOTEL MCC, PRIOR TO THE INSTALLATION.

Original: Engineering

cc: File  
Credit Manager