

CRYSTAL GATEWAY MARRIOTT HOTEL

Shipping and Receiving

Storage Fees:

The Crystal Gateway Marriott Hotel will only accept packages (3) three days prior to your function date and we must be made aware of such deliveries in writing. Packages delivered more than (3) days before your function date will be assessed a storage fee. The storage fee prices are as follows:

- Pallets- \$75.00 per day.
- Crates- \$100.00 per day.
- Exhibit cases- \$10.00 per case per day.
- 10 or more boxes- \$5.00 per day, per 10 boxes.
- Tube and Poster Cases \$5.00 a day per Tube and Case
- Boxes over (25lbs+) \$5.00 a Box per day.

Shipments being delivered to the Crystal Gateway Marriott **MUST** be addressed as follows:

**Crystal Gateway Marriott Hotel
1700 Jefferson Davis Highway
Arlington, Virginia 22202
Attn: Event Managers Name**

**Hold For: Group Name, On Property Contact Name
Arrival Date: Contact Arrival Day and Date**

**Please use shipping labels
provided on TMPAA
website**

The Crystal Gateway Marriott will not assume any responsibility for the damage or loss of merchandise sent to the Hotel for storage. Shipping charges apply for both incoming and outgoing packages.

Handling Fees:

- All groups of (50) fifty rooms or more, the first (10) boxes are complimentary.
- \$7.00 per box in and out under 25 lbs.
- \$15.00 per box in and out over 25 lbs.
- \$25.00 per box in and out that is oversized greater than 24 x 24 x 16 inches
- \$20.00 per tubes and poster cases in and out.
- \$35.00 per display case in and out.
- \$75.00 per small shrink wrapped pallet under 150 lbs in and out.
- \$75.00 per small crate under 150 lbs in and out
- \$150.00 per shrink wrapped pallet over 150 lbs in and out.
- \$150.00 per crate over 150 lbs in and out.

****If you shipped boxes to the hotel please confirm your boxes were received by contacting Shipping and Receiving at (703)271-5162. Our shipping and Receiving staff will bring boxes to the exhibit area at the designated set-up time. If you need them prior to this time, please contact the Shipping and Receiving department directly.**



**MARRIOTT
CRYSTAL GATEWAY
Exhibitor Audio Visual Order Form**

EXHIBITING COMPANY:	COMPANY REPRESENTATIVE:
EVENT NAME:	EVENT DATE:
INSTALL DATE/TIME:	REMOVAL DATE/TIME:
LOCATION/BOOTH	PMS # (hotel use only):
ON SITE CONTACT:	EMAIL ADDRESS:
PHONE NUMBER	

PLEASE FAX ALL FORMS TO ACCOUNTING: (703) 271-5225

<u>AV Equipment</u>	Unit Price Per Day	QTY	#DAYS	Total	Remark
21" Flat Panel LCD Monitor	\$100.00				
32" Flat Panel LCD Monitor	\$250.00				
50" Flat Panel LCD Monitor with Floor Stand	\$550.00				
DVD Player	\$80.00				
House Sound Patch With 4 Channel Mixer	\$300.00				
Portable Sound System (15" JBL with small Mixer)	\$250.00				
Cradle Screen	\$160.00				
8x8 Tripod Screen	\$80.00				
VGA Distribution Amplifier	\$150.00				
LCD Projector 3500 Lumens	\$450.00				
10' Truss	\$150.00				
Pipe and Drape Per Linear Ft	\$22.00				
POWER					
110V 20 amp	\$100.00				
60 Amp Power drop	\$300.00				
100 AMP 208 Three Phase	\$1,250.00				
200AMP 208 Three Phase	\$1,750.00				
400AMP 208 Three Phase	\$3,500.00				
Rigging Point (Each)	\$95.00				
Special Power requirement	CALL				
OFFICE EQUIPMENT					
Desktop PC	\$95.00				
Laser Jet Printer	\$200.00				
Heavy Duty Copier 50P/M	\$950.00				
Color Printer	CALL				
Laptop	\$200.00				
CONNECTIVITY					
High Speed Internet Access (Wired)	\$350.00				
Additional Wired Connections	\$75.00				
Wireless Connections	\$150.00				
Additional Wireless Connections	\$50.00				
Network Switch/HUB	\$200.00				
Wired Internet With 10Mbps Dedicated Bandwidth	\$1,250.00				
Webcast/Video Conferencing	CALL				
AV Equipment Charge Total					
24% Taxable Service Charge					
6% Tax					
Grand Total:	\$ -				

Print Name	Signature	Date
-------------------	------------------	-------------

PLEASE NOTE:

- Equipment and services are charged daily
- All orders and payment method must be received a minimum of (7) days prior to installation date
- Local calls are charged \$0.75 per call and long distance rate applies.
- For more information on equipment and services please call the AV department @ 703 271 5194

