



## Exhibitor Information/Order Packet

**Conference Name:**

**Conference Dates:**

All requests for utility service must be received by the Catering Manager/Convention Services Manager at **least 10 days prior to show date** and must be accompanied by credit card authorization to cover all charges. Any requests received outside of 10 days prior to the show date will incur a **\$25.00 late fee applied in addition to normal charges**.

Service for late requests cannot be guaranteed. **Onsite orders will incur additional fees.** The Hotel reserves the right to refuse any requests for service that is deemed unsafe or ill advised.

Electrical Services*	Cost Per Day			
	# Of Days	Cost	Total	Location
25' AC Cord w/ Power Strip (15 Amp)	_____	\$60.00++	_____	_____
<b>Number of Days will cover the length of the entire show and set up day.</b>				

*\*If you are unclear the Amp service needed, please consult the Hotel Audio Visual Department. If needing higher than 15 Amp, contact Hotel for pricing\**

Audio-Visual Services	Cost Per Day			
	# Of Days	Cost	Total	Location
Standard WIFI 5 up/5 down	_____	\$50.00++	_____	_____
Premium WIFI 20 up/20 down	_____	\$100.00++	_____	_____
Wired Internet Line 30 up/30 down	_____	\$200.00++	_____	_____
8' Tripod Screen w/ Bottom Black Skirt & Projector	_____	\$350.00++	_____	_____
55" LED Flat Screen	_____	\$200.00++	_____	_____
Show Dell Laptop	_____	\$125.00++	_____	_____
Black Poster Easel	_____	\$25.00++	_____	_____

Telecommunication Services	Cost Per Day			
	# Of Days	Cost	Total	Location
Hardwired Internet or Analog Phone Line	_____	\$100.00++	_____	_____

**Shipping & Receiving - The Hotel does NOT accept delivery of exhibitor booths/crates. Please contact the decorator or show management to coordinate.**

**Hotel will not accept delivery of any items more than three (3) business days prior to conference.** Limited storage options may be available upon request. Please contact Convention Services Manager for pricing and availability.

Exhibitor is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the Hotel. The Hotel must be notified in advance of shipping to ensure proper acceptance of items upon arrival at the Hotel. Any alternate arrangements are to be approved by Hotel Representative. The Hotel is not able to receive COD packages. The Hotel policies of safe handling are based on advice from the United States Postal Service (USPS) and the federal Center for Disease Control and Prevention (CDC).

**Any materials being sent to the Hotel must include the following information:**

- Hold for Arrival – Attn: (Guest’s Name and Organization Name)
- Complete return address
- Hotel representative’s name
- Number of packages (Example: Box 1 of 2, Box 2 of 2, etc.)
- Date the function is being held
- Address package to the Hotel as follows:  
**Marriott Virginia Beach Oceanfront**, 4201 Atlantic Avenue  
 Virginia Beach, VA 23451

**Handling and storage charges for inbound and outbound items will be applied as follows:**

		# Of Boxes	
		<u>Inbound</u>	<u>Outbound</u>
• The first five (5) letter size packages will be complimentary.		_____	_____
• Letter size packages after the first five (5)	\$ 5.00 per item	_____	_____
• Packages up to 20 lbs.	\$10.00 per item	_____	_____
• 21 to 50 lbs.	\$25.00 per item	_____	_____
• Packages over 50 lbs.	\$50.00 per item	_____	_____
• Palette (if space available)	\$100.00 per palette	_____	_____

The Hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the Hotel. The Group is responsible for insuring its property for loss or damage. Palette items will not be accepted without **seven (7) days** advance notification. Please contact the Group’s Hotel representative for details. Due to limited storage space, additional storage charges will be applied to packages stored more than three (3) business days.

**\*\* If package pickup is required, client must contact and provide instructions the carrier (FedEx, UPS, etc.). \*\*** All outbound packages can be picked up from our Security office, which is located on the 1<sup>st</sup> floor of the hotel. Please check with hotel staff for the best place to leave your box upon the end of the conference.

**Cancellation Policy for Electrical Services:**

If you wish to cancel, notice must be received by e-mail, at least 5 business days in advance. If you cancel within 5 business days, you will be obliged to pay 50% of the fees. The cancellation policy shall not apply to any special or custom arrangements for conference room services that required Hotel to incur any expense or liability in advance. This will be billed at regular or quoted cost.

**Payment:**

**Subtotal:** Total Charges \_\_\_\_\_ + \$25.00 Late Fee (if applicable) = \$ \_\_\_\_\_

**Note: There will be a 24% Service Charge and 7.5% State taxes on the on the total amount due. Some products/services may require additional labor fees. If unable to provide card information in full, please call to request a Sertifi Credit Card Authorization Form.**



## Credit Card Authorization

**Conference Name:**

**Dates:**

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

Dear Management:

I, the undersigned, authorize the Marriott Virginia Beach Oceanfront, to charge the below amount,  
**TOTAL AMOUNT DUE: \$**\_\_\_\_\_ *(will be calculated by Hotel)* to my credit card:

# \_\_\_\_\_ Expiration Date \_\_\_\_\_.

Card Holder's Signature: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

**\*Please return this form completed in its entirety. \***  
**\*Your Credit Card will be processed at the time we receive the information. \***

Company/Organization Name: \_\_\_\_\_

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

\_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please Return To:  
Convention Services Manager: Katelyn Topping  
Marriott Virginia Beach Oceanfront  
4201 Atlantic Avenue  
Virginia Beach, VA 23451  
Phone (757) 937-4218  
Email: [Katelyn.Topping@cavalierresortvb.com](mailto:Katelyn.Topping@cavalierresortvb.com)