

**TELECOMMUNICATIONS ORDER FORM**



Telecommunications Hours of Operation: Monday - Friday (8am - 7pm)  
Saturday (11am-1pm) (not including holidays)

DATE SUBMITTED \_\_\_\_\_

Mail checks or inquiries to:

New York Marriott Marquis  
ATTENTION: Telecommunications Dept.  
1535 Broadway  
New York, NY 10036  
212-704-8889 FAX 212-930-7680  
NEXTEL 347-885-6864

Name of Event: \_\_\_\_\_ Install Date: \_\_\_\_\_  
 Company: \_\_\_\_\_ Install Time: \_\_\_\_\_  
 Address: \_\_\_\_\_ (30 minutes prior to meeting start time)  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Removal Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact: \_\_\_\_\_ Removal Time: \_\_\_\_\_  
 Location of Equipment: \_\_\_\_\_ Booth: \_\_\_\_\_ Hotel Contact: \_\_\_\_\_

Event Manager: If you are requesting phone numbers please attach a diagram noting location of phone in meeting room.

Quantity      Item      No. Days      \*If this request is within 24 hours of meeting time, phone will be installed 15 minutes prior to meeting start time\*

\_\_\_\_\_ **Analog Direct-In-Dial Phonenumber** \_\_\_\_\_  
**\$150/day**  
*Directly accept incoming calls*  
*Dial "9" for outside access*  
*Standard Telephone Included*

If you have any needs in addition to the services listed, please contact our Telecommunications Department. We would be happy to accommodate your request.

\_\_\_\_\_ **Polycom Conference Phone** \_\_\_\_\_  
**\$150/day w/2 External Mics**  
*Recommended for conferences of 5-10 people*

\_\_\_\_\_ **Polycolm Conference Phone** \_\_\_\_\_  
**\$100/day no additional mics**  
*Recommended for conferences of 2-4 people*

\_\_\_\_\_ **For additional services** \_\_\_\_\_  
**please call directly**  
*Including multi-line digital telephones, voicemail, conference bridges etc.*

\_\_\_\_\_ **ISDN Line** \_\_\_\_\_  
**\$300/day**  
*Recommended for Video Conferencing and Radio Broadcast. 2 channel frequency*  
**NO IP ADDRESS.**

\_\_\_\_\_ **Technician Overtime Fee** \_\_\_\_\_  
**\$50/hour**  
*For installations & service not provided between 8 AM and 5 PM Monday - Friday and all day on government recognized holidays*

\_\_\_\_\_ **Miscellaneous** \_\_\_\_\_  
 \$ \_\_\_\_\_ fee     Per Day     Flat Rate  
*Please provide description*

**TELEPHONE INFORMATION**

- All calls will be billed at guest room rates. Local calls are \$1.00 plus taxes (\$1.26) for the first 3 minutes + \$0.02 each additional minute and may be subject to additional local and/or long distance charges. International and Domestic Long Distance calls will be charged to your account and billed at the AT&T Daytime Operator Assisted Rate plus a 55% hotel surcharge. International calls are subject to a connection charge of \$3.25. **There is a \$2.00 charge for all calling card, 800, 888, 877 or 866 calls.**
- Your phone request must be accompanied by a valid credit card number with cardholders name and signature below or payment in advance for installation plus a deposit of \$100 per day per line for telephone calls or you have direct billing established with our credit department.
- HIGH SPEED INTERNET ACCESS** is available upon request. Please contact directed to iBahn at (212) 704-8901
- All fees are subject to 14.32% sales and communications tax.
- The hotel's long distance carrier is AT&T. A fee will be charged to change carriers. A \$500 connect/disconnect fee will be charged for any voice circuit not obtained through the hotel.
- Requests must be submitted within 1 week of installa
- Fees current as of August 3, 2009. Hotel reserves the right to change prices at any time.

Method of Payment

AMEX     Visa     MasterCard     Discover     Diner's Club     Other

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Signature: \_\_\_\_\_

TECH: \_\_\_\_\_ AYS MANAGER: \_\_\_\_\_ DATE: \_\_\_\_\_ PMS#: \_\_\_\_\_

Below for Hotel use only

| A-1 COMMUNICATIONS BID |    |         |
|------------------------|----|---------|
| REG                    | OT | SUN/HOL |
|                        |    |         |
| TOTAL T&M: _____       |    |         |
| INVOICE#: _____        |    |         |