



Electrical service requests must be received by the Catering Department at least (14) days prior to your conference. Order form must be completed in its entirety and accompanied by a check or credit card number to become final.

Return to: **Sanibel Harbour Marriott Resort & Spa**
Catering/Conference Planning Department
17260 Harbour Pointe Drive
Fort Myers, Florida 33908
(239) 466-2167 – Fax (239) 466-2150

Attention: Leia Sobieralski
Or email: leia@marriottsales.com

Note: We cannot guarantee service on late requests. There will be (without exception), a \$50.00 service charge on all late requests, in addition to normal charges. Day of show requests will be charged at an additional \$100.00 for service.

<u>Item</u>	<u>Qty</u>	<u>Price</u>	<u>Start Day</u>	<u>End Day</u>
110 Volt Each/10 Amp Standard Outlet (1) Plug-in		\$55 ea, per day		
220 Volt Each/ 20 Amp Standard Outlet (1) Plug-In		\$150 ea, per day		
208-230 Volt/Three Phase/100 Amp		\$350 ea, per day		
208-230 Volt/Three Phase/200 Amp		\$650 ea, per day		
Power Strips (PSAV)		\$25 ea, per day		
Extension Cords (PSAV)		\$25 ea, per day		
Easel		\$20.00 ea, per day		
Dial-9 Access Phone Line (Credit Card & 800 Numbers are Complimentary)		\$100 ea, one time (Long Distance Add'l)		
24" LCD Flat Screen Monitor (PSAV)		\$240.00 per day		
55" LCD Display (PSAV)		\$735.00 per day		
70" LED Display (PSAV)		\$1,015.00 per day		
Internet access – 1 st line		\$150.00 per day		
		Grand Total	\$	

Special Notice: (Limited Supplies – First Come, First Serve)
 -Any power requirements other than those specified on this sheet, must be discussed with your Catering Manager
 -The Hotel is not responsible for damage to equipment due to variations in voltage caused by public service
 -The Hotel will not hook up improperly wired equipment
 -All metal raceways, metal lighting fixtures, metal housings of electrical powered equipment shall be grounded
 -Flexible cords and cables less than #14 gauge wire shall not be permitted
 -The use of lamp cord, cube taps or similar devices is not permitted
 -No spring type-clamp spot fixtures or holders will be allowed. Only fixtures of screw-in type clamps will be allowed with #14-3 wire S.J. cord

Name of Conference: _____ On-Site Contact: _____

Booth # (If available): _____

Company Name: _____ Phone #: _____

Address: _____ City/State/Zip: _____

Name on Card: _____ Credit Card Type: _____

Number: _____ Exp: _____

Signature: _____ Today's Date: _____

Receipt to be emailed to: _____
(Expect receipt closer to event date)

All shipments should be addressed as follows:

**Sanibel Harbour Marriott Resort & Spa
17260 Harbour Pointe Drive
Fort Myers, Florida 33908**

Attention: Person who will Receive the package _____

Hold For: Receiver's Name/Group Name _____

Shipping and Receiving

Package Size	Delivery	Ship	Storage
Envelope	\$3.00	\$2.00	\$2.00
1-25#	\$7.00	\$5.00	\$5.00
26-50#	\$15.00	\$10.00	\$10.00
51# and over	\$25.00 & up	\$15.00 & up	\$15.00 & up
Golf Clubs	\$35.00	\$20.00	\$20.00
Display Cases	\$35.00	\$20.00	\$20.00
Pallets ½ under 36"	\$100.00	\$75.00	\$75.00
Pallets Full	\$150.00	\$100.00	\$100.00
Crates under 150#	\$100.00	\$75.00	\$75.00
Crates over 151#	#150.00	\$100.00	\$100.00



SHIPPING INSTRUCTIONS

When shipping boxes, letters or packages to Sanibel Harbour Marriott Resort & Spa for you, a group, a vendor attending a group conference or guest in a group, please use the following format:

Address your labels as follows:

Name: (recipient/group name) Month/day/year (date of arrival)

Group: (This should be the group name having the conference at the Resort).

Address: 17260 Harbour Pointe Drive

City/State: Fort Myers, FL 33908

of Boxes/Pkgs. _____ of _____.

This will facilitate the handling of your boxes/packages, and their retrieval upon your arrival and request for delivery. The Resort's policy is to provide prompt and efficient service to you and your guests.

PACKAGES AND STORAGE

Package handling and storage costs apply to all in-coming packages. The costs are as follows per day, plus tax:

<u>Package Size</u>	<u>Delivery (each)</u>	<u>Storage</u>
Letter	\$ 3.00	\$2.00
Package/Small Box	\$7.00	\$5.00
Medium Box	\$15.00	\$10.00
Large Box (51 lbs & over)	\$25.00	\$15.00
Display Case (Golf Clubs, Plastic Tubes Trunks, Booths)	\$35.00	\$20.00
Pallet (1/2 or full)	\$100.00	\$75.00
Crates	\$100.00	\$75.00