



# VENDOR ORDER REQUEST

Mystic Marriott Hotel & Spa  
 625 North Road, Route 117  
 Groton, CT 06340  
 (860)326-0378 / FAX (860)446-2696



**GROUP/ CONVENTION NAME:** \_\_\_\_\_ Convention Date/s \_\_\_\_\_

**CUSTOMER BILLING INFORMATION:**

Company Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Contact Phone # \_\_\_\_\_ Email Address \_\_\_\_\_  
 Contact Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Booth # \_\_\_\_\_

**PAYMENT DETAILS:**

Authorized Payer Signature \_\_\_\_\_  
 Name on the Credit Card \_\_\_\_\_  
 Card Holder Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Item Requested	Advance Rate (PER DAY)	Floor Rate (PER DAY)	Quantity	Total
Shared Circuit 500 Watt Electrical Drop	\$50	\$75		
Dedicated Circuit 15Amp Electrical Drop	\$75	\$100		
Wired Internet Access (includes installation)	\$180	\$210		
Phone Line (includes installation)	\$40	\$60		
15" LCD Monitor	\$115	\$140		
32" LCD Monitor (on floor stand)	\$235	\$260		
42" LCD Monitor (on floor stand)	\$385	\$425		
Laptop Computer	\$240	\$270		
			EQUIPMENT TOTAL	
			21% SERVICE CHARGE	
			6.35 % Tax	
			GRAND TOTAL	

Note: All orders are **PER DAY** unless otherwise noted. Internet and phone charges are **PER SHOW**. Electrical drop includes (1) power strip if needed. Please contact PSAV if there are special power requirements (i.e. anything other than a standard Edison plug). Orders must be received at least 10 days in advance to receive the "Advance Rate".