



MARRIOTT MARQUIS  
HOUSTON

# Rigging

## EVENT TECHNOLOGY PRICE GUIDE

Welcome to the Marriott Marquis Houston. If you require rigging assistance or budget information, please contact Encore Event Technologies at 608-542-0518 or 1080rigging@encore-us.com. We look forward to providing you with outstanding service on your upcoming event.

The hotel is equipped with a permanent rigging system. As part of a comprehensive overhead safety and risk management program, the system is annually load tested and inspected. We are required to approve all rigging designs and provide all rigging labor necessary to load in and load out equipment that attaches to the hotel's rigging system.

### Pre-show

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- An online rigging request form along with a scaled rigging plot must be received at least 21 days prior to load in.
- If the plot is received less than 21 days prior to load in, overtime charges may apply.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. Please use our CAD file as your design template.
- All drawings must be received via email in a .DWG or .DXF format. Hard copies will be accepted in a scale of no smaller than 1/8"=1'. Faxed drawings are not acceptable.
- If you are unable to create a properly scaled rigging plot or if your design does not meet the hotel's rigging regulations, one of our staff ETCP certified riggers will be happy to assist you in creating a compliant plot. Please note that there will be a pre-show design charge in these instances at a rate of \$100.00 per hour with a 5-hour minimum.
- Encore must approve all rigging plots prior to commencement of work. Rigging plots that do not meet the guidelines of the room and/or facility will need to be redesigned and resubmitted to Encore for final approval.

### Ballroom Rigging Standards

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- Encore must make all connections to the ceiling or supporting structure of the hotel.
- No flown equipment may be moved without an Encore rigger present in the room.
- Items attached to the suspended ceiling or permanent-ceiling structure must be a minimum of eight (8) feet above the floor.
- Additional weight cannot be applied on flown equipment (i.e., climbing) after riggers leave the room, unless approved by Encore.
- No climbing or walking of truss is permitted.
- Any rigging modifications, additions, or deletions done in the ballroom without the supervision of the hotel's designated riggers will be subject to fines or possible show shut down until such changes may be approved by Encore, at the expense of the group or production company responsible.
- Signs, banners, and decorations may not be hung or suspended from any part of the hotel's electrical or plumbing systems.
- Encore will not "dead hang" items over 100 lb. or 10' in length with a scissor lift. Chain hoists or crank towers must be used.
- All flown cable runs in excess of (5) Multi (Socapex or similarly-sized cables) will require a cable bridge truss incorporated into event design.



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### Texas Ballroom

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- Permanent rigging points are rated for 1,000 lb., including chain hoist. (Vertical loads only)
- A scissor lift provided by Encore is required for all rigging calls.

### Houston Ballroom

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- Permanent rigging points are rated for 1,000 lb., including chain hoist. (Vertical loads only)
- A scissor lift provided by Encore is required for all rigging calls.

### Rigging Equipment Guidelines

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- Encore is the exclusive provider of chain hoists at the Marriott Marquis Houston.
- A scissor lift provided by Encore is required for all rigging calls at the hotel. Lifts must have non-marking tires and be in good repair. Construction / outdoor lifts will not be allowed in the hotel ballrooms under any circumstance. Please contact our office for pricing on lifts.
- Any articulating/dynamic (i.e. moving) show or performance elements require an arrester device.
- A steel "safety" is required on each individual item suspended from the ceiling or any supporting structure or truss that has been suspended from the ceiling. This includes anything suspended utilizing a polyester roundsling or any other synthetic sling.
- All electric cable and connections must be UL rated for the amperage capacity required for safe operation and must conform to appropriate local codes. All materials must be non-flammable and must conform to the Fire Marshall's regulations.
- The airwall tracks are not to be used for any lifting application.
- Engineering reports may be needed for custom hardware or trussing.
- All crank towers are subject to pre-operation inspection as required by the operator's manual prior to use.
- Crank tower models allowed must be equipped with outriggers (i.e. Genie Super Tower or similar).
- Crank tower models without outriggers are not allowed (i.e. Genie SLC and similar).
- Crank tower outriggers must be adjusted until machine is level, and base casters are slightly off the ground.
- All truss supported by crank towers must be safetied to the machine with Steel Flex.



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### Encore On-Site Practices

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- An "Audio Visual Liaison" technician is required on all rigging calls at the rate of \$65 per hour for load-in/load-out days (\$600 as day rate).
- All rigging calls shall consist of a minimum of two riggers. If there is a need for additional riggers, we will fulfill any and all needs.
- A five-hour minimum per rigger shall apply to all rigging calls. Any calls extending past five hours will be billed hourly.
- Encore will determine the number of riggers required based on the size and production schedule of the event.
- Encore rigging staff will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment.

### CAD File Terms of Use

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The CAD files posted on this site were created in order to clearly display where rigging can occur and to provide professional event designers with a template to create a scaled rigging plot to submit to us for approval in either a .DWG or .DXF format (no 3D files).

### Please Do the Following

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- Download a fresh CAD file before designing your event.
- Add your production design to our file (please do not remove or change anything in our file).
- Include all elements to be rigged on your drawing (lighting, audio, video, signs, banners, decor, balloon drops, etc.).
- Include truss cable bridges as necessary (in most rooms, they're required).
- Include a key with symbol information and specific equipment make and model.
- Include point load calculations.
- Include text with scenic weights or any details necessary to confirm rigging weights.
- Name your drawing as follows:  
Show Name\_Hotel Name\_Show Date\_Revision number  
(Example: ABC Sales Meeting\_Marriott Marquis Houston\_06-01-2018\_rev1)
- Do not change the original file in any way – Additions or deletions may not be noticed and can hinder and or delay your estimate and load in.
- <http://rigging.encore-us.com/app/dataEntry/dataEntry.html?id=1080>

If you do not agree to our terms of use, and would like one of our ETCP certified riggers to draft your event, please email [1080rigging@encore-us.com](mailto:1080rigging@encore-us.com) for assistance.



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HOUSTON

# Rigging

## EVENT TECHNOLOGY PRICE GUIDE

### Rigging Rates

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Chain Hoist Package	\$225 per day (3-day week)
Rigging Point, Chain Hoist, Control Unit and Cabling, Any necessary hardware (Steel flex, Shackles, Slings)	
Dead Hang Point Package	\$50 per day (3-day week)
Rigging Point, any necessary hardware (Steel flex, Shackles, Slings)	
CAD Review Fee	\$250 per event
Banners	Labor (minimum) + equipment as required
DMX Light Control	\$150
Scissor Lift Rental	\$400 per day

### Rigging Labor Rates

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5 hour minimum per rigger shall apply on all rigging calls.

Monday - Friday (7am - 5pm)	\$100.00/hour
Monday - Friday (5pm - 12am)	\$150.00/hour
Monday - Sunday (12am - 7am)	\$200.00/hour
Saturday and Sunday (7am - 12am)	\$150.00/hour
Holidays (7am - 12am)	\$200.00/hour
<i>New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.</i>	



MARRIOTT MARQUIS HOUSTON

# Rigging

EVENT TECHNOLOGY PRICE GUIDE

## Rigging Agreement

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I (we) \_\_\_\_\_ do hereby agree that we have read, understand and will adhere to the rigging policies and procedures as stated in the ENCORE Rigging Guidelines document.

ENCORE or Marriott Marquis shall not be responsible for any loss, damage, or injury, including incidental, special or consequential, as a result of failure, on the part of \_\_\_\_\_, their contractors, sub-contractors, directors, officers, employees, agents, invitees or representatives, to follow the rigging and facility policies and procedures as outlined in the ENCORE Rigging Guidelines.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## ENCORE EVENT TECHNOLOGIES

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**MARRIOTT MARQUIS**  
HOUSTON

# Exhibitor

## EVENT TECHNOLOGY PRICE GUIDE

### Video Equipment

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
DVD/VHS Player	\$85.00			
32" LCD Monitor	\$275.00			
46" LCD Monitor w/ stand	\$625.00			
52" LCD Monitor w/ stand	\$875.00			
LCD Projector (WXGA) w/ stand & 6' screen	\$900.00			
Other monitor and screen sizes available, please call for a quote.			SUBTOTAL	

### Sound Equipment

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
Powered Speaker (100W)	\$115.00			
Wireless Microphone Handheld/Lavalier	\$210.00			
Custom systems available, please call for a quote.			SUBTOTAL	

### Computer Equipment

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
Laptop Computer, PC	\$435.00			
Custom systems available, large quantities, & custom networked solutions are available. Please call for quote.			SUBTOTAL	

### Internet Services

ITEM	DAILY RATE	QUANTITY	DAYS	TOTAL
Up to 25 users	\$50.00 each			
26 to 50 users	\$40.00 each			
51 to 150 users	\$30.00 each			
151 to 300	\$25.00 each			
LAN and VLAN Configuration	\$2,500 + \$250 each port			
Wireless Private VLAN	\$2,500.00			
A single VLAN creation	\$500.00			
VLAN port configuration	\$250.00 each port			
Static IP Address reservation	\$500.00			
Private IP VLAN	\$2500.00			
Custom SSID	\$2500.00			
Custom splash page - Conference Tool				
Custom systems available, large quantities, & custom networked solutions are available. Please call for quote.			SUBTOTAL	



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HOUSTON

# Exhibitor

## EVENT TECHNOLOGY PRICE GUIDE

Special Items	# Needed	Daily Rate	# of Days	Cost
Extension Cord/Power Strip		\$40.00		
5 Amp 120v (includes extension cord and power strip)		\$60.00		
20 Amps		\$142.00		
****Standby Electrician (7am-11pm)		\$75 per hr/4hr min		
****Standby Electrician (11pm-7am)		\$150 per hr/4hr min		

Outlets Item	# Needed	Daily Rate	# of Days	Labor	Cost
*208 Volts Single Ph.					
*100 Amps		\$500.00		\$200.00	
* 200 Amps		\$850.00		\$200.00	
* 400 Amps		\$1040.00		\$200.00	
*208 Volts Three Ph.					
* 100 Amps		\$650.00		\$200.00	
* 200 Amps		\$1300.00		\$200.00	
* 400 Amps		\$2600.00		\$200.00	

**PLEASE INCLUDE TAX ON ALL ORDERS.  
SEE TERMS AND CONDITIONS.**

Late Charge	
Sub Total	
Tax 8.25%	
Total	

Electrical Services Subtotal: \_\_\_\_\_  
 (Before taxes and/or labor) EQUIPMENT TOTAL: \_\_\_\_\_  
 25% ON TOTALS ABOVE - SERVICE CHARGE: \_\_\_\_\_  
 SALES TAX - 8.25% (Subject to change) TOTAL: \_\_\_\_\_  
 (Before taxes and/or labor) GRAND TOTAL: \_\_\_\_\_

Rates below are for reference only - Encore will quote when additional services are needed	RATE PER HOUR
6am to 12am	\$65.00
12am to 6am	\$130.00
Holidays	\$130.00

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED.



MARRIOTT MARQUIS HOUSTON

# Exhibitor

## EVENT TECHNOLOGY PRICE GUIDE

### Function Space & Installation Times (Required)

Function Space	Room/Booth	Room/Booth	Room/Booth	Room/Booth	Room/Booth
Installation Start Date & Time:					
Dismantle End Date & Time:					

\*\*Encore requires completion of function space fields. This is mandatory, and Encore will not process any requests without this information. Please contact your Encore representative with questions\*\*

### Client/Exhibitor Information

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Booth#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Phone # \_\_\_\_\_ Fax#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

### Comments

The charges for Exhibitor Services are paid to an outside vendor and may include a 25% service charges that are retained by the Hotel and/or the Vendor. These charges are not a gratuity.

RENTAL CONTRACT MUST BE EXECUTED TO RESERVE SERVICES. ALL SERVICES ARE SOLD ON A PER DAY BASIS UNLESS OTHERWISE NOTED IN FORM.

Authorized Signature: \_\_\_\_\_ (Required)



### 3rd Party Credit Card Authorization Form

This form has been created in order to allow you to have expenses for events charged to your credit/debit card. **I understand that the hotel is not required to accept this form and the guest should check with the hotel to ensure they accept credit card authorization forms.** Marriott Marquis Houston Phone: (713) 654-1777. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to (346)-319-6870.

**FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards. However, we recommend that the credit card holder purchase a gift card for the guest (if possible) rather than send their credit card number via this third party form.**

**CARDHOLDER INFORMATION - Required**

Name as it appears on the credit/debit card: \_\_\_\_\_

Card Type:  Visa  MC  Amex  Diners/CB  Discover  JCB

Account Type:  Individual -  Debit /  Credit  Corporate - Company Name: \_\_\_\_\_

Issuing Bank: \_\_\_\_\_ Phone: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address (statement): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or Alternate Number: \_\_\_\_\_

I understand that should there be any issues with the credit/debit card being used to settle my charges, I will be responsible for all expenses incurred during my stay. Departure date cannot be extended unless a new authorization form is completed.

Cardholder Name: (Printed) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RATE INFORMATION AND APPROVED CHARGES - Required**

Room Rate:\* \_\_\_\_\_ Taxes:\* \_\_\_\_\_ Total Daily Rate:\* \_\_\_\_\_ Number of Nights: \_\_\_\_\_

\*(Rate and tax amount must be provided by a hotel representative in order to complete this form.)

All Charges  Room & Tax  Incidentals  Catering  Restaurant  
 Advance Deposit  Business Center  Parking  Audio-Visual  Electrical  
 Other \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize the Marriott Marquis Houston to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit/debit card listed above. Charges must not exceed \$\_\_\_\_\_ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed) \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please do not send a photocopy of the front or back of your credit card.



# Marriott Marquis Houston Package Shipping Instructions

## PREPARING YOUR SHIPMENT

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the hotel must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive 3–4 days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not ship any items to the attention of the Hospitality Manager or Catering & Conference Manager, unless the items are specifically for their use (i.e., hotel specifications, rooming lists, signed documents); this includes any room drops or deliveries to any other area of Marriott Marquis Houston.

Shipments are held for a limited number of days. If a package has not been picked up and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office Business Center at **713.222.0070**. Package deliveries should only be scheduled after the recipient has checked into the hotel.

## PACKAGE LABELING STANDARDS AND FEDEX OFFICE CONTACT

Hold For Guest: (Guest Name) (Guest Cell Number)  
c/o FedEx Office at Marriott Marquis Houston  
1777 Walker Street  
Houston, TX, 77010  
(Convention / Conference / Group / Event Name)

Box \_\_\_\_ of \_\_\_\_

FedEx Office Business Center  
Marriott Marquis Houston  
1777 Walker Street  
Houston, TX 77010  
Phone: 713.222.0070  
Fax: 713.222.0058  
Email: usa5705@fedex.com

Operating Hours  
Mon – Fri: 7:00am - 7:00pm  
Saturday: 8:00am - 12:00pm  
Sunday: 12:00pm - 4:00pm

## SHIPPING AND RECEIVING INSTRUCTIONS

Meeting organizers and participants are encouraged to contact FedEx Office in advance of shipping their items to Marriott Marquis Houston with any specific questions. If you have any special needs such as refrigeration requirements, after hours delivery requests or changes to your meeting dates or rooms, please work directly with your Event Services Manager who will communicate these needs to FedEx Office in advance of your event.

## PACKAGE DELIVERY WITHIN THE HOTEL

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites of Marriott Marquis Houston, but please check with the business center for specific delivery limitations that may exist. In cases where a drayage company or decorator is used, FedEx Office team members will release any drayage directly to the decorator if they are onsite when the shipments arrive. If any drayage or parcels require overnight storage, FedEx Office will request handling fees be collected from the decorator. If you are using a drayage company or decorator for exhibitor packages, these packages must be shipped directly to the drayage company or decorator specified address. Please note that FedEx Office team members cannot lend out any moving equipment to a guest, which includes pallet jacks, dollies, and flatbed carts.

## PACKAGE DELIVERY TO GUEST SUITES

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites at Marriott Marquis Houston, but please check with the business center for specific delivery limitations that may exist. FedEx Office is not authorized to leave packages in guest suites that are not occupied. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in the suite.



# Marriott Marquis Houston Package Shipping Instructions

## UPON YOUR ARRIVAL

Packages will be available for pickup inside the FedEx Office business center (receiving fee will apply). Pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at the number located on the previous page (delivery fee will apply). Package deliveries should only be scheduled after the recipient has checked into the hotel. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

## UPON YOUR DEPARTURE

All outbound packages must have a completed carrier airbill affixed to each package. Packaging supplies (boxes, tapes, and etc.) are available for purchase within the FedEx Office business center. FedEx Office offers pack and ship services in the business center; while packaging supplies are also available for purchase. FedEx Express® shipping boxes and airbill forms are available and complimentary. Outbound packages to be picked up by a third party courier should be coordinated in advance with a FedEx Office team member. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation fees.

## PACKAGE HANDLING AND STORAGE FEES

PACKAGE WEIGHT	PACKAGE PICKUP OR DROP OFF BY GUEST	PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE
Flat Envelopes	No Charge	\$5.00
0.0 – 1.0 lbs.	\$2.00**	\$5.00
1.1 – 10.0 lbs.	\$10.00	\$15.00
10.1 – 20.0 lbs.	\$15.00	\$20.00
20.1 – 30.0 lbs.	\$20.00	\$30.00
30.1 – 40.0 lbs.	\$25.00	\$40.00
40.1 – 50.0 lbs.	\$25.00	\$50.00
50.1 – 60.0 lbs.	\$25.00	\$50.00
Over 60.0 lbs.	\$25.00	\$70.00
Pallets & Crates*	\$0.75 / lb. (\$150.00 Minimum)	\$0.75 / lb. (\$150.00 Minimum)

PACKAGE WEIGHT	STORAGE FEE AFTER 5 DAYS
Flat Envelopes	No Charge
0.0 – 10.0 lbs.	\$5.00
11.0 – 30.0 lbs.	\$10.00
31.0 – 60.0 lbs.	\$15.00
Over 60.0 lbs.	\$25.00
Pallets & Crates	\$50.00
Over 6.5' in Size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

\* For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$0.75 / lb. (\$150.00 Minimum), which is applied to each pallet/crate handled. A labor fee of \$70.00 per hour will apply for breaking down pallets, building pallets, or excessive package handling/moving due to a customer's request. The labor fee can be charged in 15 minute increments.

\*\* No handling fees will be charged for outbound packages weighing 0-1 pound that are brought to the FedEx Office Business center by a guest.

## TERMS AND CONDITIONS

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Hotel nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Hotel nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt at the Hotel, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Hotel, you agree to be bound by any additional terms and conditions that the Hotel or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

## **Marriott Marquis Houston**

### **Loading Dock Operations Overview**

The Marriott Marquis Houston loading dock is located at 1614 Rusk Street, Houston, TX 77010. This is on opposite side of the hotel's main entrance on 1777 Walker Street.

The loading areas consist of 2 bays, with two loading docks in each bay. Bay 1 (Western most, with loading docks 1 and 2) can accommodate vehicles up to 45' in length. Bay 2 (Eastern most, with loading docks 3 and 4) can accommodate vehicles up to 54' in length. Each dock has an electronic dock leveler to assist with the loading and unloading of vehicles. These levels may be lowered to assist with smaller vehicles (vans, pickups and cars). However, they will not lower to the point of being able to roll items directly into those types of vehicles.

Due to the high volume of deliveries, dock space is limited from 6 AM to 10 AM, with priority for docks going to local deliveries (Food, beverage and maintenance contractors). Dock 4 is dedicated to local deliveries during these peak delivery times; any nonlocal delivery will be asked to move to another dock or wait until one becomes available if they attempt to occupy that dock. Deliveries of alcohol beverage products will only be accepted Monday-Saturday from 9 AM to 5:30 PM; any deliveries before or after those times will be asked to return during those delivery hours. Company/vendors load in/out will receive a dock on a first "first come, first serve" basis. Each company/vendor will receive only one dock space, regardless of the number of vehicles they have.

After 10 AM, a company representative/vendor/event director may request additional dock space, but this will be limited by the number of other vehicles awaiting a space. Additional dock space must be approved by the Loading Dock Attendant or the Loss Prevention Office. Street offloading is also an available option, as there is a handicap ramp located on the sidewalk just outside the loading dock area.

All vehicles must leave the dock areas once they have been offloaded. Vehicles awaiting load in items must wait off property until their items are brought to the loading dock area. No vehicles will be left in the dock areas without approval of the Dock Attendant or the Loss Prevention Office. Vehicles that are will subject to being towed at the owners expense.

A Dock Attendant is normally available from 6:30 AM to 3 PM, Monday through Friday. The hotel's Loss Prevention Office handles off hours and weekend dock operations. The Dock Attendant may be requested to assist weekends and off hours, but these requests must be done through the Events Coordinator at least one week prior to the event. This will ensure that adequate staffing is available to assist.

The loading dock has a limited amount of manual Material Handling Equipment (flat carts, hand trucks, dollies and pallet jacks) to assist with loading/unloading operations. The usage of these items is a "first come, first serve" basis. These items may be identified to the Event Coordinator/Director prior to the event, so that the Dock Attendant can have adequate items available to assist for an event. A picture ID must be surrendered to the Dock Attendant or to the Loss Prevention Office if these items are to be used in the hotel other than the loading dock area.

If you have further questions reference the Marriott Marquis Houston's Loading Dock operations, please contact the Event or Department Manager/Coordinator.

Order Online: <http://shop.bartizan.com/CCAS.html>

Fax Order to: 914-965-7746

## Modernize Your Booth Marketing

### iLeads Cloud-Based Lead Retrieval

#### What is the iLeads App?

*Improve Your Show Efficiency and Close More Deals Faster*

The award winning iLeads is the first and most widely used exhibitor lead management app. Capture leads by typing Badge ID # or scan the Barcode when available.

#### Supported devices:

- ✓ iPod touch®, iPhone®, iPad®  
(Minimum Operating System required is 9.0 or higher)
- ✓ Android™ Smartphone, tablet or Android based Kindle  
(Minimum Operating System required is 6.0)



- ✓ Contact Management.
- ✓ Works Offline
- ✓ Capture sales leads anywhere, any time.
- ✓ Customizable. Add action items and notes to leads.
- ✓ Follow up instantly by tapping attendee's telephone # or email address
- ✓ Live Reporting. Run real-time lead analysis reports.
- ✓ Backed up and synched on a secure website.

## Marketing Extras, included, no extra charge

#### • Attendee Notification

Bartizan e-mails each attendee with an interactive list of the booths they visited.

Lets attendees follow up on you.

#### • Lead Management Software

Using LeadsLightning, track the attendees who stopped by your booth. View, sort, print and download leads.

Identify best leads by filtering and prioritizing.

Access anywhere, anytime up to 12 months after the show.

#### • Exhibitor Education

Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.

Order Online: <http://shop.bartizan.com/CCAS.html>

Fax Order to: 914-965-7746

## Mobile Lead Management Packages



### All Lead App Packages Include:

- ✓ iLeads App Data Licenses for Your Booth
- ✓ **Exhibitor Education:** Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.
- ✓ **Attendee Notification:** E-mail with the list of booth visited.

### Lead Retrieval Options

Capture leads by typing Badge ID # or scan the Barcode when available by using your own device.

**Booth Price Packages:**

1 License: .....

2 Licenses: .....

Additional Licenses available after 2<sup>nd</sup> license for \$50.00 per license

iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.

iPad® Rental: Includes iLeads lead retrieval app pre-loaded.

3G Service is available for an additional \$80.00

	QTY	ORDER BY		ONSITE	TOTAL
		2/13/2019	2/27/2019		
1 License: .....		\$199.00	\$209.00	\$219.00	_____
2 Licenses: .....		\$299.00	\$309.00	\$319.00	_____
Additional Licenses available after 2 <sup>nd</sup> license for \$50.00 per license	<input type="checkbox"/>	\$50.00	\$50.00	\$50.00	_____
iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.	<input type="checkbox"/>	\$299.00	\$309.00	N/A	_____
iPad® Rental: Includes iLeads lead retrieval app pre-loaded.	<input type="checkbox"/>	\$399.00	\$409.00	N/A	_____
3G Service is available for an additional \$80.00	<input type="checkbox"/>	\$479.00	\$489.00	N/A	_____

Company Name \_\_\_\_\_



GRAND TOTAL \_\_\_\_\_

**Please Note:** Upon placing this order you agree to the full Terms & Conditions on the attached document.

All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click the link in the email you will receive to provide your info. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

March 14, 2019

Order Online: <http://shop.bartizan.com/CCAS.html>

Fax Order to: 914-965-7746

COMPANY: _____ BOOTH #: _____	<p><b><u>iLeads Only:</u></b></p> <p>Please provide First Name, Last Name and Email address of person to receive the Event Access Code.</p> <p>Recipient will also receive the User Name &amp; Password to access your company's leads on LeadsLightning.</p> <p><b>Name:</b></p> <p>_____</p> <p><b>Email:</b></p> <p>_____</p>
ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____	
PHONE#: _____ FAX #: _____	
ORDER CONTACT: _____ EMAIL: _____	
ONSITE CONTACT: _____ CELL #: _____	

**ORDER ONLINE:**  
<http://shop.bartizan.com/CCAS.html>

**Mail Checks to:**  
Bartizan Connects,  
Attn: Customer Service  
P.O. Box 327  
Jefferson Valley, NY 10535  
**Phone:** 800.899.2278     **Order by Fax:** 914-965-7746

**Please Note:** Upon placing this order you agree to the full Terms & Conditions listed below. For those exhibitors who choose to rent an iPod touch® or iPad® please return device to Bartizan Connects within 4 business days using the FedEx label provided.

**My Tradeshow Connections:**

**All attendees** will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click on the link you will receive by email to provide your info online. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

## TERMS AND CONDITIONS

1. Cancellations made 7 or more days prior to the event are subject to a \$50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.
2. **Limitation of Liability:** Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.
3. It is the Exhibitors responsibility to ensure that the device they use at the show meets the minimum requirements to run the iLeads app. Exhibitor is responsible for returning the rental device to Bartizan Connects within 4 business days using the FedEx label provided.
4. Replacement cost for lost equipment: iPod Touch®: \$300.00. iPad®: \$650.00

## PAYMENT



Check# \_\_\_\_\_

\_\_\_\_\_  
Cardholder Name

\_\_\_\_\_  
Authorized Signature

(Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract)

\_\_\_\_\_  
Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Security Code