

SHERATON NEW ORLEANS

Convention & Resort Network



Exhibitor Request Form – IT, Food & Beverage Services

Form return due date: NOVEMBER 18th, 2024

Return To: Colleen Page, Senior Events Manager | colleen.page@marriott.com

CONFERENCE NAME:		NAMA CTW 2024	
CONNECTION HUB DATE(S):		Set Up Dec. 10 Connection Hub Dec 11-12 Tear Down Dec 12	
EXHIBITOR / VENDOR COMPANY NAME:			
CONNECTION HUB NUMBER:			
ON SITE CONTACT:			
		CELL PHONE:	
		EMAIL:	
BILLING CONTACT:			
*Email of the person providing the credit card payment details		BILLING ADDRESS:	
		CONTACT PHONE:	
		*CONTACT EMAIL:	

** MARK GENERAL SELECTIONS BELOW ** ORDER FORM FOR DETAILED SELECTION OF MENU ITEMS PROVIDED ON THE NEXT PAGE**		
INTERNET/PHONE <small>(CHECK AS MANY AS YOU NEED; IF MORE THAN ONE ITEM IS NEEDED, PLEASE NOTE THE QUANTITY REQUESTED)</small>	FOOD & BEVERAGE <small>(we will do our best to accommodate all menu selections)</small>	DELIVERY TIME <small>(the time the order is to arrive at your Connection Hub Space)</small>
INTERNET/ IT	GENERAL FOOD ITEM CATEGORIES FOR THIS ORDER <small>(detailed order sheets next page)</small>	DAY & TIME
<input type="checkbox"/> Hardwire Internet \$500 per line, per day 10 day advance minimum	<input type="checkbox"/> 5 lb bag of ice, \$20++ each Quantity: _____ <input type="checkbox"/> 5 gal water, \$25++ each Quantity: _____	
<input type="checkbox"/> Wireless Internet See Pricing Sheet # of devices _____	Order I: <i>select meal period below and provide details on next page</i> <input type="checkbox"/> Continental Breakfast / Mid-Morning Break <input type="checkbox"/> Afternoon Break <input type="checkbox"/> All Day Beverage <input type="checkbox"/> All Day Snacks	
	Order II: <i>select meal period below and provide details on next page</i> <input type="checkbox"/> Continental Breakfast / Mid-Morning Break <input type="checkbox"/> Afternoon Break <input type="checkbox"/> All Day Beverage <input type="checkbox"/> All Day Snacks	
	Order III: <i>select meal period below and provide details on next page</i> <input type="checkbox"/> Continental Breakfast / Mid-Morning Break <input type="checkbox"/> Afternoon Break <input type="checkbox"/> All Day Beverage <input type="checkbox"/> All Day Snacks	
	<div style="background-color: #0056b3; color: white; padding: 2px 10px; display: inline-block; border-radius: 5px;"> Link to online menus </div> MI Sales Companion (bookmarriott.com)	Notes:

Refrigerated Storage Requests:	Refrigeration is available on a very limited basis and must receive advance written approval by the Sheraton and NAMA. Availability is not guaranteed, and pricing will be quoted on a case-by-case basis. Email ndavis@namanow.org and colleen.page@marriott.com to check availability.
---------------------------------------	---

FOOD ORDER MENU/ITEMS DETAIL

*All Food / Beverage is subject to a taxable 25% Service Charge + Applicable State Tax
Food & Beverage Orders (excluding Ice & Water Service) received after 11.30.2024 are subject to availability.*

Order I	Selections and Quantities:
Order II	Selections and Quantities:
Order III	Selections and Quantities:

General comments and details: Please, share any general comments, details and points for attention during the event:

EVENT ORDERS & BILLING INFORMATION

Banquet Event Orders: Banquet Event Orders will be issued in advance of the program and will serve as the agreed contract for services provided.

Event Checks: During the course of the event the on-site representative is requested to sign the event checks confirming the charges and any questions should be brought to the hotel's attention during the course of the event.

Cancellation: If Customer cancels this Agreement, Customer will provide written notice to Hotel, accompanied (except in the case of a Force Majeure) by payment of the full hired services.

Payment: Customer will pay using a credit card via a secured / certified link, honored by Hotel, a valid credit card must be provided to Hotel no later than 15 days prior to the event, and all estimated Master Account charges will be charged to such credit card. Any amounts over the estimated amount previously charged will be charged to card on file immediately. Customer must notify Hotel of any disputes within 5 business days of Customer's receipt of invoice from Hotel or disputes will be considered waived.

Master Account: Hotel will create a "Master Account" for Customer for payment of charges under this Agreement. Customer must review all charges billed to the Master Account to ensure accurate billing. The master account is for reconciling charges and is not a line of credit extended to individual clients.