

AFFILIATE MEETING SPACE DETAILS

21 Days Prior to Event

Return form to Daniel.Sabatano@marriott.com

Last day to submit completed Affiliate Order Forms, Method of Payment and signed Banquet Event Orders to the Hotel

FUNCTION INFORMATION:

Company/Organization Name: _____

Booth # (If Applicable): _____

Contact Name: _____

Email: _____

Phone #: _____

If applicable, room rental is charged per day, please list your meeting days below. *Space assignments are subject to change*

Meeting Date	Start Time	End Time	Purpose	#Ppl	Function Space	AV (Y/N)	F&B (Y/N)

Number of Attendees Expected: _____

Deposit: _____

Food & Beverage Minimum: _____

Cancellation: _____

Philadelphia Marriott Downtown will maintain an internal listing of Affiliate events, to assist attendees in locating events. Please provide the following information for our listing; this list will not be distributed outside of Philadelphia Marriott Downtown staff or vendors.

Name of Event: _____

Post **EVENT NAME** on Hotel Reader Boards? Yes No

On-Site Contact: _____

Phone #: _____

Email: _____

Address: _____

Type of Attendance (Check only one):

Staff Only Invitation Only Open to All Attendees

Quantity	Additional Equipment Needs
	Easel(s) for client supplied signage
	Standing Podium
	Riser*
	Head Table for _____ People

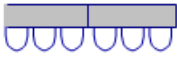

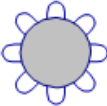
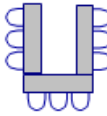
Quantity	Additional Equipment Needs
	Registration Desk with _____ chair(s)
	6'x30" Skirted Display Table
	Other

Affiliate Event Order Form

ICW (In Conjunction With)


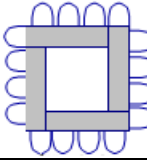
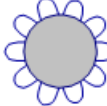
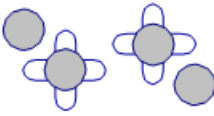
Meeting Room Set-Up:

Please select one set-up style below:

<input type="checkbox"/>	Classroom 
<input type="checkbox"/>	Conference 
<input type="checkbox"/>	Rounds of 8 
<input type="checkbox"/>	U-Shape 

Room Set Quantity:

(Expected Number of Attendees)

<input type="checkbox"/>	Theatre Style 
<input type="checkbox"/>	Hollow Square 
<input type="checkbox"/>	Rounds of 10 
<input type="checkbox"/>	Cocktail/Reception 

***Setup capacity will vary depending on meeting room or suite square footage. Please confirm with your Event Manager to ensure requested setup accommodation will fit in the reserved meeting room**

Payment Method:

- Credit Card
 Check*
 Wire Transfer

*For pre-payment by check, the check **MUST** be received and processed by the hotel no later than 3 weeks prior to the start of the event

The Hotel **DOES NOT ACCEPT PURCHASE ORDERS.** Direct Billing requires a minimum of **\$5,000.00** in revenue to qualify

Food & Beverage Requirements – If you are not sure on your F&B selections, please leave the section blank

- | | | |
|---|--|---|
| <p>Beverage</p> <p><input type="checkbox"/> Coffee Service</p> <p><input type="checkbox"/> Beverage Service
(Includes Soft Drinks)</p> | <p>Meal Type</p> <p><input type="checkbox"/> Breakfast</p> <p><input type="checkbox"/> Lunch</p> <p><input type="checkbox"/> Dinner</p> <p><input type="checkbox"/> Reception</p> | <p>Bar</p> <p><input type="checkbox"/> Hosted Bar (Charged per Drink on Consumption)</p> <p><input type="checkbox"/> Open Bar (Charged per Person, 1 HR, 2 HR and etc.)</p> <p><input type="checkbox"/> Cash Bar (Each Pays Own)</p> |
|---|--|---|

Please list any menu selections here:

Upon signature of this document, the group agrees to abide by all terms & conditions outlined by the Hotel


Name: _____ **Signature:** _____


Title: _____ **Date:** _____

AUDIO VISUAL REQUIREMENTS – Please indicate below

(If you are supplying your own or using outside AV we need the details in regards to room set up/capacity.)

- No AV Required**
- Bringing Own AV, Please list:** _____
- Using Conference Contracted AV Provider, Please list:** _____

- Using Hotel’s In House AV Provider**  **(Use below Order Guide)**

 **AUDIO VISUAL Order Guide** (Use only if you are setting up AV through the Hotel, Please Circle Selections)



Event Technology

Services

Popular Packages

- > Meeting Room Projector Package \$ 705
- > Projector Support Package \$ 225
- > Post-It Flip Chart Package \$ 96
- > PC Audio Package with Small Speaker System \$ 659

Small Meeting

- > Conference Speaker Phone \$ 190
- > Laptop Computer \$ 260

Audio

- > Catch Box \$ 395
- > Self-Powered Speaker 12"-15" \$ 150
- > Presidential Microphone \$ 95
- > Wireless Microphone \$ 220
- > Analog Mixer up to 10 Ch \$ 130
- > Analog Mixer 12 - 23 Ch \$ 205

Video

- > 6'x10'6" Fast Fold Screen \$ 460
- > 7'6"x13'4" Fast Fold Screen \$ 460
- > 9'x16' Fast Fold Screen \$ 615
- > 10'6"x18'8" Fast Fold Screen \$ 615
- > Monitor - 40"-49" \$ 530
- > Monitor - 50"-59" \$ 730
- > Monitor - 70"-79" \$ 1,210

Scenic

- > Decor Drape Per Panel \$ 165
- > sTILer Panel 2'x2' 20 Count Scenic Tile Kit \$ 660

Lighting

- > 6 Up-Light Package \$ 915
- > 10 Up-Light Package \$ 1,295

Labor Rates

- > General AV Set/Strike \$125/hr
- > Technician to Show \$140/hr

Pricing is in effect as of February 15, 2022, and is subject to change without notice. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All Encore solutions may be subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax. ©2022 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.