



HOTEL SERVICES - Order Form
(Internet, Cleaning, Electricity & Furniture Mod.A2)

Dear **Company Contact Name**,

This form has been created in order to assist you in keeping track of all charges related to the exhibition booths which will be **posted on the Master Account** of your event. 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.

All forms must be completed in full and submitted by Fax/Email no later than 10th June 2019 to:

Mr Davide Petilli
Event Supervisor
Tel: **+39 06 6588 2717**
Fax: **+39 06 6588 2776**
Email: **davide.petilli@marriotthotels.com**

Exhibitor's Contact Information (Mandatory)

Company Representative

Representative on Site:

Booth Number:

Phone number:

E-mail:

Arrival date:

Departure date:

Payment Information (Mandatory)

All charges related to this order will be posted on a MASTER ACCOUNT of the Company

Orders need to be paid in advance

Additional on site orders should be authorized by a representative of the Company



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Rate Information and Approved Charges

Please tick the relevant items you require for your stand and denote quantities, date required and total cost:

Item Description (Please tick as required)		Unit Cost	Quantity	Date of Delivery (From/To)	Total Cost (Euros)
Telephone	<input type="checkbox"/> Analogue Phone Line with Phone calls on consumption	€180.00			
Item Description (Please tick as required)		Unit Cost	Quantity	Date of Delivery (From/To)	Total Cost (Euros)
Internet Access:	<input type="checkbox"/> Wi-Fi Connection – 24hrs	€12.00			
	<input type="checkbox"/> HDSL LAN Connection (Excludes internet access charges)	€36.00			
Item Description (Please tick as required)		Unit Cost	From day / To day	Date of Service	Total Cost (Euros)
Stand Cleaning: (Per Day Charge) Cleaning will be carried out during the night hours.	<input type="checkbox"/> from 9 to 52 sq.mt.– 45 min.	€50.00			
	<input type="checkbox"/> from 53 to 90 sq.mt.– 90 min.	€90.00			
	<input type="checkbox"/> from 91 to 105 sq.mt.– 120 min.	€150.00			
	<input type="checkbox"/> from 106 to 126 sq.mt.– 180 min.	€180.00			
	<input type="checkbox"/> Above 127 sq.mt .	€200.00			
Item Description (Please tick as required)		Unit Cost	From day / To day	Date of delivery (From/To)	Total Cost (Euros)
Power Supply	<input type="checkbox"/> First Kw	€130.00			
	<input type="checkbox"/> +1 Kw	€40.00			
	<input type="checkbox"/> +2 Kw	€80.00			
	<input type="checkbox"/> +3 Kw	€120.00			
	<input type="checkbox"/> +4 Kw	€160.00			
	<input type="checkbox"/> +5 Kw	€290.00			
	<input type="checkbox"/> +6 Kw	€330.00			
Item Description (Please tick as required)		Unit Cost	Quantity	Date of delivery (From/To)	Total Cost (Euros)
Furniture: (per day cost)	<input type="checkbox"/> Rectangular table cm. 180x90	€5.00			
	<input type="checkbox"/> Rectangular table cm. 180x45	€5.00			
	<input type="checkbox"/> Square table cm 75x75	€5.00			
	<input type="checkbox"/> Table clothe (beige color)	€5.00			
	<input type="checkbox"/> Banqueting chair (red color).	€3.00			
Total Order Cost (Euros)					



HOTEL SERVICES - Agreement & Credit Card Authorization Form
(Catering – Mod.A1)

Rate Information and Approved Charges

Please tick the relevant items you require for your stand and denote quantities, date required and total cost:

Item Description (Please tick as required)	Unit Cost	Quantity	Date of Delivery (From/To)	Total Cost (Euros)
Soft Drinks:	<input type="checkbox"/> Pepsi (bottle 33 cl x35)	€ 87.50		
	<input type="checkbox"/> Pepsi max (bottle 33 cl x35)	€ 87.50		
	<input type="checkbox"/> 7 up (bottle 33 cl x35)	€ 87.50		
	<input type="checkbox"/> Slam (bottle 33 cl x35)	€ 87.50		
Mineral Water:	<input type="checkbox"/> Still Water (1/2 Litre x 12)	€15.00		
	<input type="checkbox"/> Sparkling Water (1/2 Litre x 12)	€15.00		
Fruit Juice:	<input type="checkbox"/> Pineapple Juice (brick lt.1)	€8.00		
	<input type="checkbox"/> Orange Juice (brick lt.1)	€8.00		
	<input type="checkbox"/> Grapefruit Juice (brick lt.1)	€8.00		
Local Beer:	<input type="checkbox"/> Local Beer (bottle 33clx 24)	€108.00		
	<input type="checkbox"/> Imported Beer (bottle 33clx24)	€132.00		
White Wine:	<input type="checkbox"/> Cadetto White – Lungarotti -	€20.00		
	<input type="checkbox"/> Wine Chardonnay Delibori	€20.00		
Red Wine:	<input type="checkbox"/> Cadetto Red wine – Lungarotti -	€22.00		
	<input type="checkbox"/> Cattarratto Cabernet Sauvignon RED WINE – Cantine Canicatti)	€25.00		
Food	<input type="checkbox"/> Peanuts (1000gr)	€12.00		
	<input type="checkbox"/> Crisps (1000gr)	€18.00		
	<input type="checkbox"/> Salty mais (500gr)	€13.00		
	<input type="checkbox"/> Tea Biscuits (1000gr)	€20.00		
	<input type="checkbox"/> Fresh Pastry (1000gr)	€26.40		
	<input type="checkbox"/> Cakes (1000gr)	€19.00		
	<input type="checkbox"/> n.10 Sandwiches	€25.00		
	<input type="checkbox"/> Flavoured Flat Focaccia Bread (1000gr)	€12.00		
	<input type="checkbox"/> Parmesan Cheese (1000gr)	€38.50		
	<input type="checkbox"/> Assorted Chocolates (1000gr)	€32.00		
	<input type="checkbox"/> Fresh Fruit (1000gr)	€8.00		
	<input type="checkbox"/> Coffee station including: Coffee machine n. 100 Coffee portions n 100 Tea portions n. 6 Natural water Small pet coffee cups + pet stirrers	€250.00		
	<input type="checkbox"/> Additional Coffee Portions (100pcs)	€100.00		
	<input type="checkbox"/> Hot/Cold Water Dispenser	€15.00		



	(Refill not included)				
Dispenser:	<input type="checkbox"/> Water Refill lt. 18	€10.00			
Dedicated Staff	Barman minimum 4 hours (cost per h)	40,00			
Total Order Cost (Euros)					

The items in the following list can be ordered only by the date indicated in the document (INSERT DATE AT LEAST 15 DAYS BEFORE) and are not subject to last minute orders

Descrizione	Unità (Scegliere quale richiesto)	Costo x unità	Quantità	Data di Consegna (Da/ A)	Costo Totale(Euro)
Special items	<input type="checkbox"/> Assorted cubic pastries per tray (cost for 3 kg about - 35/40 pieces)	135,00			
	<input type="checkbox"/> black and white pastries per tray - assorted meringue and sacher torte mignon (cost per 3 kg around - 35/40 pieces)	120,00			
	<input type="checkbox"/> Assorted chocolate and dried fruit per tray (about 3 kg)	135,00			
	<input type="checkbox"/> Assorted and decorated mini muffin (chocolate, vanilla, citrusi (per tray 90 pezzi)	114,00			
Totale Ordine (Euro)					



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(Catering – Mod.A1)

Conditions of Agreement (Mandatory)

The **Marriott Rome Park Hotel** agrees to provide the above mentioned services on the following conditions:

- In order for **Rome Marriott Park Hotel** to consider this order confirmed to their records, please sign this acknowledgement copy and return by no later than **10th June 2019**.
- All payments are non refundable and non transferable.
- All quoted rates are inclusive of local taxes (10%). In the event of a change in the quoted rates, due to changes of taxes and public charges, this increase will be paid by the client.
- The order cannot be passed to another company / exhibitor.
- It is agreed between the parties that in the case of an increase to the initially confirmed number of items requested; the additional number of items will be added to the initial order and will be subject to the same conditions of agreement.
- Increase in the confirmed number of items will have to be requested in writing to the **Rome Marriott Park Hotel** and will be subject to availability.
- The **Rome Marriott Park Hotel** requires **one** contact person to co-ordinate all the correspondence for the entire event. Additional requirements, changes and/or cancellations will be accepted in written form only, sent by the contact person. Should the nominated contact person change, you are kindly requested to inform **the Company** immediately, who will in turn, advice the **Rome Marriott Park Hotel**.
- All Transactions will be made in **Euros** using the exchange rate on the day of transaction. Therefore, the amount shown on your monthly statement may be slightly different from our quoted amount due to currency exchange rate fluctuations.

Declaration (Mandatory)

I certify that all information is complete and accurate. I hereby authorize **Rome Marriott Park Hotel** 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 card listed on Page 1 of this form. I understand that a new form will have to be completed if we wish to amend the agreed services. I certify that I am the authorized signatory of the credit card listed on page 1 of this form.

Cardholder name:
(Block Capitals)

Cardholder Signature:

Date:

Privacy: We respect the privacy of all personal information that you provide to us. The information you provide on this form will be used only to allow us to properly process payments you have authorized.