

## **Attention Vendors:**

1. To place service requests with the hotel, you must use the **ENGINEERING SERVICE ORDER FORM (see following pages)**
2. To pay for the service you are requesting with the hotel, you must use the **CREDIT CARD AUTHORIZATION FORM (see following pages)**
  - a. In order to get the services, you must check the **highlighted** box on the CREDIT CARD AUTHORIZATION FORM that says:
    - Bill my credit card immediately**

3. Both forms, duly filled out, should be returned via mail to Ms. Deborah Mason at:
  - Adam's Mark Hotel
  - Fourth & Chestnut
  - St. Louis, MO 63102
  - Attn: Ms. Deborah Mason
  - Convention Service Manager

### **OR**

via FAX to 314-241-9839  
Attn: Ms. Deborah Mason  
Convention Service Manager

4. **PACKAGE HANDLING PROCEDURES** and **SHIPPING & RECEIVING SERVICES PRICE LIST** are provided in the last two pages. **To utilize these services**, please read the procedures, sign and date in the spaces provided at the bottom of the SHIPPING & RECEIVING SERVICES PRICE LIST and return to Ms. Deborah Mason per instructions in step 3. above.
5. **Should you have questions or other inquiries**, please contact Ms. Deborah Mason directly by calling at 314-342-4623

# ENGINEERING SERVICE ORDER FORM

Event / Function \_\_\_\_\_

Date of Event: \_\_\_\_\_

Company / Exhibitor Name: \_\_\_\_\_

Room / Booth: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Hotel Contact: Deborah Mason

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

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

Fax: \_\_\_\_\_

City: Columbia, MO 65205

Email: \_\_\_\_\_

- FULL PAYMENT **MUST ACCOMPANY THIS ORDER FORM**. No credits will be issued on services rendered.
- The following credit cards will be accepted: VISA, Mastercard, American Express, Discover, Carte Blanche, Diners Club.
- If payment is made by check, make payable to: **ADAM'S MARK HOTEL**
- DEADLINE: ORDERS MUST ARRIVE 15 DAYS PRIOR TO THE DATE OF EVENT / FUNCTION, OTHERWISE LATE CHARGES APPLY.

## LABOR CHARGES

**NOTE:**

Rates quoted below cover the delivery of services to the booth. Prices do not include connecting equipment or special wiring. Additional services will be charged on a time and material basis. Proper tagging of equipment to indicate voltage, phase, current, etc., is the exhibitor's responsibility. 15 days notice is required for any special electrical connections with plug configurations.

## SCHEDULE OF RENTALS & SERVICES

POWER TO RUN BOOTH / EQUIPMENT	QUANTITY	PRICE EACH	LATE CHARGE	TOTAL
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POWER TO RUN BOOTH / EQUIPMENT	QUANTITY	PRICE EACH	LATE CHARGE	TOTAL
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**SINGLE PHASE SERVICE – All Power 60 Cycle**

**OTHER SERVICES & EQUIPMENT**

120V / 20 Amps		\$ 35	\$ 52	
120V / 30 Amps		\$ 55	\$ 82	
208V / 30 Amps		\$ 160	\$ 240	
208V / 60 Amps		\$ 260	\$ 390	
208V / 100 Amps		\$ 390	\$ 585	
*208V / 200 Amps		\$ 600	\$ 850	
*208V / 400 Amps		\$ 1050	\$ 1450	

Extension Cord		\$ 25		
Banners Hung (size _____)		\$ 25		
Man Lift		\$ 40/Hr.	\$80/Hr	

Other services required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THREE PHASE SERVICE – All Power 60 Cycle**

208V / 100 Amps		\$ 500	\$ 750	
*208V / 200 Amps		\$ 950	\$ 1425	
*208V / 400 Amps		\$ 1400	\$ 1950	

Total Order Amount: \_\_\_\_\_

### PLEASE READ REVERSE SIDE

**PAYMENT INFORMATION**

Method of payment

Master Account # \_\_\_\_\_  
 Credit Card # \_\_\_\_\_  
 (cc accompanied by Credit Card Authorization Form)

Order Filled By: \_\_\_\_\_

Account / Check # \_\_\_\_\_

Acknowledgement of Receiving Order

Date

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

Client Signature \_\_\_\_\_

Date

## CONDITIONS & REGULATIONS

1. A separate outlet must be ordered for each electrical unit to be connected. Exhibits should consider the possibility of providing an electrical distribution center designed to handle their total exhibit electrical load where multiple connections would be required.
2. Building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
3. Under no circumstances shall anyone other than "House Electricians" make electrical connections to building utility outlets.
4. All equipment regardless of source of power must comply with all Federal, State and City codes.
5. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is prohibited by code.
6. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
7. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "House Electrician", however, all service connections and overload protection to such equipment must be made by "House Electricians" only.
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. The electrical contractor is not responsible for voltage fluctuations or power failures on service lines.
10. All materials and equipment furnished by the electrical contractor for services shall remain the property of the contractor and be removed only by the contractor at the close of the show.
11. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
12. Special service or connecting of equipment will be charged at prevailing rates for labor and materials.
13. Advance orders must be received 15 days prior to first move in day.
14. No credits can be issued on outlets installed as ordered and not used. Claims will not be considered unless filed by exhibitor before the close of the exposition.
15. No phone orders accepted.
16. Exhibitors are responsible for all specialty items: surge suppressors / protectors, isolation transformers, converters, adapters, etc.



**Adam's Mark**  
the hotel of St. Louis

**Meetings Express**  
**Fourth and Chestnut**  
**St. Louis, MO 63102**  
**Telephone: (314) 241-7400**  
**Fax: (314) 241-9839**

**CREDIT CARD AUTHORIZATION FORM**

This is a credit card authorization form that is used to insure that all function/accounts are paid in full if direct billing has not been established. If the cardholder is not available to give us an impression of his/her credit card, we will need a photocopy of his/her credit card (front & back) and a photocopy of a valid picture identification to verify the credit card and signature.

**HOTEL CONTACT NAME:** \_\_\_\_\_

**GROUP/GUEST NAME:** \_\_\_\_\_

**FUNCTION/ARRIVAL DATE:** \_\_\_\_\_ **DEPARTURE DATE:** \_\_\_\_\_

**ESTIMATED CHARGES TO BE INCURRED:** \_\_\_\_\_

**TYPE OF CHARGE:** \_\_\_\_\_

**ADAM'S MARK HOTEL/ST. LOUIS ACCEPTS THE FOLLOWING CREDIT CARDS:** American Express, Diners Club, Carte Blanche, Discover, Visa and Mastercard.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

**Bill my credit card immediately**  Use my credit card as a guarantee of this account

If the account is not paid upon agreement, as indicated on item 6 below, I authorize Adam's Mark Hotel/St. Louis to bill the charges to my credit card immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. Type of credit card \_\_\_\_\_

2. Card number/expiration date \_\_\_\_\_ Exp. \_\_\_\_\_

3. Name of cardholder \_\_\_\_\_

4. Signature of cardholder \_\_\_\_\_

5. Cardholder phone number (\_\_\_\_\_) \_\_\_\_\_

6. Check one of the following methods of payment below:

Payment due in full, 48 hours in advance

Payment due in full at conclusion of the function

Payment due in full by credit card listed on lines 2-3.

Thank you for choosing Adam's Mark Hotel – St. Louis, MO for your event!

**HOTEL USE ONLY**

**APPROVAL CODE:** \_\_\_\_\_ **AMOUNT:** \$ \_\_\_\_\_

# THE ADAM'S MARK HOTEL ST. LOUIS

## PACKAGE HANDLING PROCEDURES

The hours for receiving convention/meeting freight are as follows:

**MONDAY - FRIDAY: 6:30AM - 5:00PM**

**SATURDAY: 6:30AM - 3:00PM**

**RECEIVING OFFICE (314)241-7400 x2194**

ALL INCOMING PACKAGES MUST BE ADDRESSED AS FOLLOWS:

**Group Name, Guest Name, Date of Arrival**

Event Name, and Catering *or* Convention Service Manager's Name

Adam's Mark Hotel – St. Louis

4<sup>th</sup> & Chestnut St.

St. Louis, MO 63102

1. Ship items for arrival to the hotel no more than 3 (three) days prior to the event start date. Any items arriving prior to 3 (three) days will be charged a holding fee in addition to all handling charges.
2. Packages can be delivered to meeting rooms for holding with arrangements made through your Catering *or* Convention Services Manager prior to the ship date. Please inform your Catering *or* Convention Services Manager of all freight.
3. CODS – It is the policy of the Adam's Mark Hotel not to accept CODs unless *Shipping and Receiving* is notified prior to arrival. Payment is given to *Shipping and Receiving* in the form of a check or money order. Cash cannot be accepted. PLEASE HAVE PAYMENT FOR THE EXACT AMOUNT ONLY.
4. Exhibitors participating in an event at the Hotel but who are not staying must make payment arrangements with the Hotel's *Accounting Department* prior to shipment or shipments will not be accepted by *Shipping and Receiving*.
5. To expedite an inquiry about packages, please have the Carrier and Tracking Number ready.
6. Outgoing Package Shipments – Packages being returned to company or individual following convention/function will be handled by *Shipping and Receiving* per instruction on the *Request for Freight Shipment* form. The form must be filled out completely with *Ship to* and *Billing* information. Packages will not be sent without the form being completed by client.

The Outgoing Package Hours are as follows:

**UPS: MONDAY-FRIDAY: 6:30AM - 2:00PM (to go out same day)**

**FedEx: MONDAY-FRIDAY: 6:30AM - 2:00PM (to go out same day)**

## SHIPPING & RECEIVING SERVICES PRICE LIST

### INCOMING PACKAGES:

Envelope	handling	\$ 5.00
<i>1# to 20#</i>	<i>handling</i>	<i>\$ 5.00</i>
<i>21# to 150#</i>	<i>handling</i>	<i>\$ 10.00</i>
<i>150# and up</i>	<i>handling</i>	<i>\$ 25.00</i>

*(If you would like an individual to distribute materials, unpack boxes, etc., a charge of \$25.00 per person per hour will be incurred)*

### OUTGOING PACKAGES:

Envelope	handling	\$ 5.00
<i>1# to 20#</i>	<i>handling</i>	<i>\$ 7.00</i>
<i>21# to 150#</i>	<i>handling</i>	<i>\$ 15.00</i>
<i>150# and up</i>	<i>handling</i>	<i>\$ 35.00</i>

### EQUIPMENT FOR RENT:

*Pallet Jack	per hour	\$ 45.00 – 1 hour minimum
*Two Wheeler	per hour	\$ 25.00 – 1 hour minimum
*Flat Bed Cart	per hour	\$ 35.00 – 1 hour minimum

### PACKAGING BOXES/TAPE:

<i>1# to 20#</i>	<i>\$ 10.00</i>
<i>21# to 100#</i>	<i>\$ 25.00</i>
<i>Rental of Packing Tape &amp; Dispenser</i>	<i>\$ 10.00 or \$25.00 if tape dispenser is not returned</i>

### AFTER HOURS DOCKMASTER FEE\*:      **\$150.00**

*\*After 6 (six) hours: additional \$30.00 per hour or any portion thereof.*

### STORAGE PRE AND POST CONVENTION

<i>Packages</i>	<i>after 3 days</i>	<i>\$ 2.00 per day per package</i>
<i>Crates</i>	<i>after 3 days</i>	<i>\$ 5.00 per day per crate</i>
<i>Pallets</i>	<i>after 2 days</i>	<i>\$ 30.00 per day per pallet</i>

**I have read and understand the above policies and fees regarding Shipping and Receiving.**

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Signature

Date