



*****FOR GRC USE ONLY*****
TELEPHONE ACCT. NO. _____

EXHIBITOR/MEETING TELEPHONE REQUEST FORM

MAIL TO: MARRIOTT RIVERCENTER

ATTN: GRC Supervisor
101 Bowie St.
San Antonio, TX 78205
Phone: (210) 223-1000
Fax: (210)-223-6239

BILLING INFORMATION

Name of Exhibitor: _____

 Address: _____

 Telephone No. _____

Date: ____/____/____

Name of Convention: _____

Date of Set-Up: ____/____/____

Time of Set-Up: ____:____ A.M. / P.M.

Location or Booth #: _____

Date of tear down: ____/____/____

Time of tear down: ____:____ A.M. / P.M.

*Class of Service needed: (See Below) _____

*Number of Phones needed: _____

*Number of Phone/Data Lines Needed: _____

**Authorized Billing Signature: _____

Method of Payment: Credit Card

Credit Card #: _____

Expiration Date: ____/____

Check Enclosed***

Bill to Exhibitors Rm

Name on Guest Rm: _____

**Signature required

***Please make checks payable to **San Antonio Marriott Rivercenter.**

(NOTE: Please fill out this form as completely and accurately as possible)

All Phones have a Class of Service of 3 capability to provide House, Local, and Long Distance calls.

If you need a phone with only one or a combination of two types of service, this will require a software change.

*Please indicate above the number of phones and/or lines needed, and the Class of Service required.

EXISTING HOUSE PHONE	NO CHARGE
2ND HOUSE PHONE WITH LABOR	\$50.00 Flat Fee
EXHIBITOR INSTALLATION FEE	\$75.00 Installations Fee
DIRECT INWARD DIAL LINE w/DIAL OUT CAPABILITIES	\$50.00 Per Day + Calls
CLASS OF SERVICE CHANGE PER PHONE (Software Change)	\$75.00 Per Change
CLASS OF SERVICE: 0 = Housephone 1 = Local + House 3 = House + Local + Long Distance	
SPEAKER PHONE	\$50.00 Per Day
DIRECT INWARD DIAL LINE IN GUEST ROOM	\$150.00 Install Fee + \$50 per Day + Calls
SOUTHWESTERN BELL DEDICATED LINE	\$150.00 + SWB Charges

For information about STSN – Our high speed Internet service, please contact our audiovisual department at 210-554-6157