



**DORAL**  
GOLF RESORT & SPA  
A MARRIOTT® RESORT

# **DORAL'S EXHIBITORS SERVICE KIT**

AS YOUR TRADE SHOW FACILITY, THE DORAL GOLF RESORT & SPA, A MARRIOTT RESORT WELCOMES YOU TO OUR PROPERTY.

WE WOULD LIKE TO REMIND YOU THAT YOU WILL HAVE THE MOST EFFICIENT AND ECONOMICAL INSTALLATION OF THE FOLLOWING HOTEL SERVICES: ELECTRICAL, TELEPHONES, LIGHTING, WATER & DRAIN, COMPRESSED AIR, AND PLANTS.

FORMS TO ORDER THE RESORT SERVICES ARE ENCLOSED WITHIN THIS BOOKLET ALONG WITH THE APPROPRIATE CODES AND REGULATIONS GOVERNING ELECTRICAL SERVICES AND A HANDY CHECKLIST.

PLEASE DO NOT HESITATE TO CALL THE EVENT MANAGER IF WE CAN BE OF ANY SERVICE.

## **ELECTRICAL CODE**

### **ELECTRICAL SERVICES FOR EXHIBITORS AT CONVENTION FACILITIES**

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and visitors and are based on National Electrical Code and Miami-Dade Ordinances.

Too frequently, fires have been traceable to “faulty wiring” sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the resort facilities may be inspected to determine if any violations exist. If they do, qualified electricians are available to correct the problem. This work will be performed on a labor and material basis. If the exhibitor does not wish to have the fault corrected, electrical service will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.

Serious risks are involved which can be reduced with accurate understanding of basic requirements. Safe wiring inside an exhibit is essential.

**All electrical equipment and wiring required evidence of testing and approval by a nationally recognized testing laboratory.**

Wiring that touches the floor must be “SO” or “SPT” cord (min. 12/3) which is insulated to qualify for “extra hard usage.” Cord wiring above the floor level can be “SJ” which is rated for “hard usage.”

Spot of flood lighting is a hazard when lamps are too close to fabrics or other material, which may be affected by heat.

The rental from our company includes approved extension cords, which should provide safe multiple plug-in capabilities.

**Zip cords or two wire cords are unacceptable at all convention facilities because they are ungrounded and could result in safety hazards.**





EXHIBITOR LINE ORDER FORM

Conference Service Manager: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

Disconnect Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

Name of Group/ Client: \_\_\_\_\_

Location of Installation / Booth #: \_\_\_\_\_

| Line Class of Service  | Phone | Modem | Fax   | Rate  |
|--|-------|-------|-------|---|
| A. IN HOUSE AND LOCAL CALLING<br>(Collect, Credit Card or Calling card Only)                             | _____ | _____ | _____ | \$100.00<br>(One Time Charge)               |
| B. LONG DISTANCE<br>(Direct Dial-Outgoing only)  | _____ | _____ | _____ | \$150.00<br>(One Time Charge)               |
| C. LONG DISTANCE / DID<br>(Direct calls Incoming / Outgoing)   | _____ | _____ | _____ | \$200.00<br>(One Time Charge)               |
| D. PROPERTY WIDE T.V. CHANNEL RENTAL<br>(Video Broadcast)  | _____ | _____ | _____ | \$1,000.00<br>(One Time Charge)             |
| E. HIGH SPEED INTERNET ACCESS<br><input type="checkbox"/> Wired <input type="checkbox"/> Wireless (WIFI) |       |       |       | \$500.00<br>(Daily Charge per Meeting Room) |
| F. MISC. TECH SUPPORT DESCRIPTION _____  |       |       |       | \$125.00<br>(Per Hour)                      |

ADDITIONAL SERVICES

- POLYCOM SPEAKERPHONE - \$200.00 each
- HUB RENTAL - \$100.00 Each
- LONG DISTANCE CODE - \$25.00 per code
- PHONE LINE MOVES - 50% of total
- CALL PICK-UP - \$25.00 per group
- CONFERENCE CALL SERVICE- \$100.00 per group
- ROLLOVER - \$25.00 per group
- VOICE MAIL - \$25.00 per line

ROOM LAYOUT - ADDITIONAL COMMENTS \ INFORMATION

THE ABOVE PRICES DO NOT INCLUDE LONG DISTANCES CHARGES OR LOCAL APPLICABLE TAXES.

|  |  |  |  |  |  |  |  |                                  |  |  |  |      |  |       |  |     |  |
|--|--|--|--|--|--|--|--|----------------------------------|--|--|--|------|--|-------|--|-----|--|
| <b>CREDIT CARD</b>   |  |  |  |  |  |  |  |                                  |  |  |  |      |  |       |  |     |  |
| <input type="checkbox"/> ROOM CHARGE Guest Name: _____   |  |  |  |  |  |  |  |                                  |  |  |  |      |  |       |  |     |  |
| <input type="checkbox"/> MASTER CARD <input type="checkbox"/> VISA <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER   EXP. DATE |  |  |  |  |  |  |  |                                  |  |  |  |      |  |       |  |     |  |
| Account Number   |  |  |  |  |  |  |  |                                  |  |  |  |      |  |       |  |     |  |
| CARDHOLDER'S BILLING ADDRESS – IF DIFFERENT FROM ABOVE   |  |  |  |  |  |  |  |                                  |  |  |  | CITY |  | STATE |  | ZIP |  |
| X CARDHOLDER'S SIGNATURE   |  |  |  |  |  |  |  | CARDHOLDER'S NAME – PLEASE PRINT |  |  |  |      |  |       |  |     |  |

THERE WILL BE A CANCELLATION FEE OF 50% ON ALL ORDERS CANCELLED WITHIN 48 HOURS OF INSTALLATION DATE. OTHER SERVICES ARE AVAILABLE UPON REQUEST.

\*\*\* NO WORK WILL BE PERFORMED WITHOUT A CREDIT CARD INFORMATION & SIGNATURE PLEASE FAX BACK TO 305-591-6688\*\*\*

Received in Systems by: \_\_\_\_\_

## **INTERNET USAGE TERMS & CONDITIONS**

### **TELECOMMUNICATION SERVICES FOR EXHIBITORS IN MWPH EXHIBIT HALLS**

- A. Servers and/or Routers of any type are not allowed, including but not limited to: NAT, DHCP, and Proxy servers without prior written permission.
- B. Every device connected to the Network must have purchased an IP address, regardless of whether the IP is actually used or not.
- C. The resort reserves the right to disconnect any equipment that is found to be causing overall network problems. (Including but the limited to posting or transmitting any information or software that contains a virus, worm, cancelbot or other harmful component)
- D. Client agrees not to resell, extend, bridge or otherwise misuse the resort's network connections and/or services. The hotel reserves the right to disconnect client if they are found to have violated this usage agreement.
- E. Only authorized resort personnel may notify system wiring or cabling within the facility. iBAHN is the exclusive High Speed Internet Service Provider. All data transmission lines ordered from outside vendors are strictly prohibited without prior written consent and applicable fees apply for using the resort's existing infrastructure to extend the line within the facility. (The resort provides no warranty on such circuits and it is the client's responsibility to have a qualified technician extends the data transmission line.)
- F. Material and equipment furnished by the resort for this service order shall remain the property of the resort.
- G. Rates quoted for all services include bringing the requested communication services to the room or location and replacement specified by a scaled diagram with orientation provided by the client. Additional labor charges will be required for relocating service after installation. **NO EXCEPTIONS PLEASE!**
- H. The resort will provide you with a wired connection via Cat-5 Ethernet cable, with a male RJ45 connector. It is the client's responsibility to provide a device with a working Ethernet card. With a connection to the internet you will receive a TCP/IP address via DHCP. Resort personnel will only troubleshoot resort-installed components. The resort is not responsible for equipment provided by the client or a third party. (I.E. computers, laptops, and Network Cards)
- I. The resort is not responsible for lost connections or traffic interruptions. We will work with third parties to resolve circuit issues on a best effort basis. No refunds or discounts will be given for service interruption or other network or service related downtime.

**This Order From applies to Trade Show Exhibit Booths ONLY.**

# Check List

- 1. COMPLETE ALL YOUR ORDER FORMS?  
  
(CHECK EQUIPMENT RATING PLATE TO DETERMINE WATTAGE, AMPS,  
AND VOLTAGE, THEN ORDER ACCORDINGLY)
- 2. ENCLOSE PAYMENT TO ENSURE ADVANCE PRICES?
- 3. INCLUDE ANY NECESSARY PRINTS WITH TELEPHONE AND OUTLET  
LOCATIONS.
- 4. ENCLOSE A CREDIT CARD NUMBER IF YOU REQUIRE LONG DISTANCE  
SERVICE?
- 5. ORDER 24-HOUR SERVICE IF NEEDED BEFORE AND AFTER SHOW  
HOURS?
- 6. NOTIFY US WELL IN ADVANCE ABOUT ANY SPECIAL REQUIREMENTS?
- 7. REVIEW THE ELECTRICAL CODE SHEET?
- 8. NO WORK WILL BE PERFORMED WITHOUR A CREDIT CARD  
INFORMATION & SIGNATURE.

