

**Naples Grande Resort & Club**  
**TELEPHONE ORDER FORM**

Mail to: Naples Grande Resort & Club, 475 Seagate Drive, Naples, FL 34103  
 Attention: Convention Services Manager, Fax: 239-597-1567

This form is required to be filled out for any telephone lines or T-1 lines being used during your events.

Name of Event: \_\_\_\_\_

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

Firm Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

City, State,

Zip \_\_\_\_\_

Authorized By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ / 20\_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Title: \_\_\_\_\_

**Billing Authorization:**

**(Check One)**

**Group Master Account**

**Direct Payment**

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Holder's

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

Check or Money Order Amount Enclosed: \$ \_\_\_\_\_ (Full Amount due 15 days prior to convention date.)

***This form must be completed and received by the Hotel 15 days prior to arrival date of conference. Orders not received prior to this date or received without payment are subject to an additional \$50 Same Day Set-up Fee.***

<b><i>Type of Phone Equipment</i></b>	<b><i>Cost Per Line</i></b>	<b><i>Date of Use</i></b>	<b><i>Location</i></b>	<b><i>Booth #</i></b>	<b><i># of Lines</i></b>
House Phone Extension (Analog) (Internal Use Only)	\$50 Installation \$20 each additional day				
Dedicated Phone Line (Analog) Direct ( <i>Outward dial only</i> )	\$150 Installation \$25 each additional day				
Dedicated Phone Line (Analog) Direct ( <i>Inward/Outward Dial</i> )	\$200 Installation \$40 each additional day				
Network Management Service T-1 Speed (1.5 Mbps) Unlimited Use Contact: Audio Visual Innovations Calvin Hackett Office: 239-596-9164 Cell: 239-253-8067 Fax: 239-596-7029 Email: chackett@naplesgrande.com	Meeting Usage \$500 per room, per day plus \$100 per device <hr/> (1 <sup>st</sup> device comp) <hr/> Exhibitor Usage \$1,200 per booth, per show plus \$100. per device				<b><i># of Rooms</i></b>

**IN-HOUSE USE ONLY:**

**Installation Date:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_

**Disconnect Date:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

TELEPHONE LINES ASSIGNED BY CONVENTION SERVICES MANAGER:

House Extension

#'s: \_\_\_\_\_

Dedicated Phone Line #'s: \_\_\_\_\_

Convention Services Manager Signature: X \_\_\_\_\_ Date \_\_\_\_\_

**Distribution:      Accounting                  Business Center                  PBX                  Set-up**

**CONDITIONS AND REGULATIONS**

1. Advance orders must be received a minimum of 15 days prior to exhibitor or group's arrival for move-in.
2. Under no circumstances shall anyone other than "house electrician" make electrical connections.
3. Claims will not be considered unless filed by the user prior to close of exhibition for function.
4. Prices based upon current wage rates are subject to change without notice.
5. All equipment, regardless of source and power, must comply with all federal, state & local safety codes.
6. Use of open clip socket, latex, or lamp cord wire, duplex or triplex attachment plug in exhibits is prohibited.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle horsepower, etc.
8. All material and equipment furnished by Naples Grande Resort & Club for this service order shall remain The Naples Grande & Club property and shall be removed only by Naples Grande Resort & Club at the close of the show.
9. Electrical power for lights and displays will be turned on one hour prior to show opening time.
10. All exhibitor or group 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.

**STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS**

**NON-FLAMMABLE MATERIALS:** All materials used in the exhibit area, ballroom, or any other room of the Hotel, MUST be non-flammable to conform to the Fire Regulations of Naples, Florida. Electrical wiring and equipment installation must conform to appropriate Naples, Florida codes. Material not conforming with such regulations will be removed immediately at the exhibitor's or group's expense. Engines, motors, or any kind of equipment may be operated only with the consent of the Convention Services Manager of the Hotel through the Convention Services Department @ (239)597-3232.

**SPECIAL NOTES:** All booth equipment, furniture, and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires shall be used in erecting display may be attached to building without written consent of the Convention Services Manager at the Hotel. All Hotel property destroyed or damaged by exhibitor or group must be replaced in its original condition by the user or at the user's expense.

**LIABILITY:** The Naples Grande Resort & Club, Naples will not be responsible for any injury, loss or damage that may occur to the exhibitor or group, the exhibitor's or group's employees or property, or to any other person, prior, during, or subsequent to the period covered by the contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of The

Naples Grande Resort & Club, Naples. Each exhibitor or group expressly releases The Naples Grande Resort & Club from such liabilities and agrees to indemnify The Naples Grande Resort & Club against any and all claims for such injury, loss, or damage.

**INSURANCE:** Exhibitors or groups, who desire to carry insurance on their exhibits must place it at their own expense.

**STORAGE:** The Naples Grande Resort & Club has no facilities for the storage of exhibits or materials. All shipments must be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.