



\*\*\*\*\*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.

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

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