



# Sheraton Station Square Hotel

## EXHIBITOR REQUEST FORM

Please Return Form to Nicki Jones, Sales Administrative Assistant

[nicki.jones@sheratonstationsquare.com](mailto:nicki.jones@sheratonstationsquare.com)

Electrical Order	Price (Per Day)	No. of Days	Total Cost
115 Volt - Standard Outlet (Lighting/Computers Only)	\$45.00		\$0.00
15 Amps	\$90.00		\$0.00
120 Volt 25' Extension Cord	\$10.00		\$0.00
120 Volt 6 Outlet Power Strip	\$20.00		\$0.00
<b>Electrical Order Subtotal</b>			<b>\$0.00</b>

Telephone/Internet/Misc.	Price (Per Day)	No. of Days	Total Cost
Telephone	\$15.00		\$0.00
Direct Dial In (DID) Line	\$150.00		\$0.00
Dedicated Phone Line	\$80.00		\$0.00
Wireless Internet	\$10.00		\$0.00
Easel	\$20.00		\$0.00
27" Monitor	\$225		\$0.00
<b>Electrical Order Subtotal</b>			<b>\$0.00</b>
<b>Telephone/Internet Subtotal</b>			<b>\$0.00</b>
23% Service Charge (Taxable)			\$0.00
7% PA Sales Tax			\$0.00
<b>Total</b>			<b>\$0.00</b>

Advanced payment and order form must be received at least TWO WEEKS prior to event date. A 23% Service Charge and 7% PA State Tax is applicable to ALL orders. If secondary connections are required, additional charges will be applied based on time and materials. Electrical work will be performed by Hotel Electricians ONLY.

### PACKAGE AND SHIPPING INFORMATION

Package Pricing - Will be charged on-site

0 to 5 lbs:	\$5.00 each
6 - 20 lbs:	\$10.00 each
21 - 50 lbs:	\$15.00 each
Over 50 lbs:	\$25.00 each
Crates/Pallets:	\$75.00 each

\*fee can increase based on size/weight of crate.

All packages must be addressed properly

The Sheraton Station Square  
300 West Station Square Dr.  
Pittsburgh, PA 15219  
(Name of Event)(Date of Event)(Booth #)  
ATTN: (Your Name)  
C/O Convention Services

All inbound packages cannot be shipped to the hotel more than 3 days prior to the event.

Payment will be due upon delivery of packages to exhibitor.

Packages can be picked up the Bell Stand.

#### Return Shipping:

It is the responsibility of the guest to have all packages re-boxed and labeled appropriately.

A pick up will need to be scheduled with Fed Ex or UPS.

The Hotel will hold and store items left after an event for no more than (2) business days.

### PAYMENT INFORMATION

Name of Convention:

Convention Dates:

Booth #:

Phone #:

Your Company Name:

Address:

City:

Zip Code:

Authorized Name (Please Print):

Signature:

Credit Card (Circle One):

AMEX

Discover

Visa

MasterCard

Credit Card Number: Please Do Not Provide on This Form. A Representative From the Hotel Will Call You Directly for This Information.