

Sheraton Station Square Hotel ELECTRICAL SERVICE ORDER FORM

Please complete and return with remittance to:

**Sheraton Station Square Hotel
300 West Station Square Drive
Pittsburgh PA 15219**

Fax: 412-803-3829

Advance payment and order form **MUST** be received at least **TWO WEEKS** prior to event date or **LATE** charges will apply. A 7% Pennsylvania state tax is applicable to **ALL** orders. Charges below refer to primary connections **ONLY**. If secondary connections are required there will be additional charges based on time and materials. Electrical work will be performed by Hotel electricians **ONLY**.

ELECTRICAL ORDER					
Outlets	Regular Price	Late Order Price	Quantity	No of Days	Total Cost
115 Volt-Standard Outlet	\$45.00	\$55.00			
(Lighting/Computers Only)					
30 Amps	\$90.00	\$100.00			
40 Amps	\$120.00	\$130.00			
50 Amps	\$180.00	\$190.00			
208 Amps-Single Phase					
15 Amps	\$50.00	\$60.00			
20 Amps	\$100.00	\$110.00			
30 Amps	\$150.00	\$160.00			
40 Amps	\$200.00	\$220.00			
50 Amps	\$250.00	\$270.00			
60 Amps	\$300.00	\$320.00			
208 Volts-Three Phase					
15 Amps	\$135.00	\$145.00			
20 Amps	\$185.00	\$195.00			
30 Amps	\$275.00	\$295.00			
40 Amps	\$360.00	\$380.00			
50 Amps	\$450.00	\$470.00			
60 Amps	\$540.00	\$570.00			

EXTENSION CORD/EQUIPMENT RENTAL				
Electrical charges are NOT included in rental fees				
Item	Price	Quantity	No of Days	Total Cost
Exhibit Table Setup Fee	\$30.00		N/A	
120 Volt 25' Extension	\$15.00			
120 Volt 6 Outlet Power Strip	\$25.00			
208V - 120V Splitter	\$50.00			
T1 -- High Speed	\$450.00			
Additional High Speed Hub	\$50.00			
Telephone	\$15.00			
Direct Dial In (DID) Line	\$150.00			
Dedicated Phone Line **	\$80.00			
**(Dial "9" For Computer Hookup)				

TOTALS	
Total Electrical Order	
Total Extension Cord/Equipment Rental	
On-site charge	
Subtotal	
20% Service Charge (taxable)	
7% PA Sales Tax	
Total	

There will be an on-site charge of \$20.00 for any order placed on the day of the event.
For additional information on special lighting requirements or electrical hookups -
Please contact your Conventions Services/Sales Manager.

Name of Convention: _____ Booth # : _____

Convention Dates: _____ Phone # : _____

Your Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Name (Please Print): _____

Signature: _____

Credit Card (Circle One): AMEX Discover Visa MasterCard

Credit Card Number: _____ Exp Date: _____

Hotel Representative's Name: Myrna L. Book, CMP - Director of Convention Services

IN-BOUND PACKAGE HANDLING FEES

Proper labeling of packages is crucial. All boxes must be labeled with group name, date of program, and number of boxes, group on-site contact as well as the Catering or Convention Service Manager representative in charge of your meeting/group. Sender should also include his/her cell phone number as a contact in case any questions come up regarding received packages.

IN-BOUND PACKAGE HANDLING FEES

The fees are as follows.

<i>Handling fees for in-bound packages</i>	
0 to 5 pounds	\$ 5.00 each
6 to 20 pounds	\$ 10.00 each
21 to 50 pounds	\$ 15.00 each
Over 50	\$ 25.00 each
Crates	\$ 75.00 each* Fee may increase based on size and weight of crate.
Pallets	\$ 75.00 each

Shipping Instructions

Exhibit Material Instructions:

Hello All:

Packages should be shipped to the Sheraton Station Square Hotel not before (3 working days prior to start date) because of limited storage.

Please send exhibitor materials in the Attention of the On-site Contact for the Exhibit.

Please have (Group Name) Exhibitor (Event dates) and Exhibitor Name.

For Example: Sheraton Station Square Hotel
300 West Station Square Drive
Pittsburgh, PA 15219
Attn: Mr. John Doe, PTEC Exhibitor July 13-16, 2006
ABC Pharmacy

Please note: That all packages have a handling fee depending upon the weight.

Zero to 5 pounds	- \$5.00 each
6 to 20 pounds	- \$10.00 each
21 to 50 pounds	- \$15.00 each
Over 50 pounds	- \$25.00 each
Crates	- \$75.00 minimum
Pallets	- \$75.00 minimum

Convention Materials Instructions:

Please send materials in the Attention of the On-site Contact for the Meeting/Convention.

Please have (Group Name) Meeting/Convention (Event dates) and On-site Contact Name.

For Example: Sheraton Station Square Hotel
300 West Station Square Drive
Pittsburgh, PA 15219
Attn: Ms. Jane Doe
XYZ Company Annual Conference, Jan. 1 - 5, 2006

Add package fee info.