

**SHERATON BURLINGTON HOTEL AND CONFERENCE CENTER
TRADE SHOW ELECTRICAL / INTERNET / TELEPHONE / AV ORDER FORM**

Please complete this form and enclose your check for the full amount payable to *Sheraton Burlington Hotel and Conference Center* and mail to *870 Williston Road, Burlington, VT 05403*. If you would like to use a credit card, please provide your email address and you will be sent a link to a secure credit card authorization site. Please fax completed forms to: 802-865-6617. All forms must be received five (5) business days before show. *** **PLEASE PRINT CLEARLY*****

- **All late orders will be subject to an additional \$25.00 per item late charge.**
- **Requests made less than 48 hours prior to show can not be guaranteed.**

Name of Show _____
 Show Dates _____
 Company Name _____
 Company Address _____
 Company Telephone _____
 Booth Number _____

Contact Person at Show _____
 Email Address _____
**** A link to a secure credit card authorization site will be forwarded to this email address and charged upon completion ****

ELECTRICAL NEEDS

ELECTRICITY DESCRIPTION	USAGE PRICE	NUMBER NEEDED	DAYS NEEDED	TOTAL FEE
Multi Outlet Strip (does not include power)	\$5.00 / day	_____	_____	_____
Single Phase				
Outlets to 20 amps, 120 volts	\$25.00 / day	_____	_____	_____
Outlets to 20 amps, 208 volts	\$25.00 / day	_____	_____	_____
Outlets to 30 amps, 208 volts	\$30.00 / day	_____	_____	_____

Equipment Description: _____

Special Circuits/Three Phase Please contact hotel for pricing 802-865-6620

On any single or three phase 208 volt circuits, proper grounding and neutral is required. Also, specify type plug (NEMA Number) or whether a direct hook-up is needed. All 60 cycle AC equipment must be properly tagged and wired with complete information as to type of current, voltage, amperage, phase, horse power, etc. Overloading and over-current are your responsibility.

Usage price for single-phase outlets include your pro-rated share of the cost of special switchboards, temporary lines, and power lines to your booth, as well as removal after the show and current consumption.

INTERNET & AUDIO VISUAL

ITEM DESCRIPTION	USAGE PRICE	NUMBER NEEDED	DAYS NEEDED	LOCATION(S)	TOTAL FEE
15" LCD Monitor	\$110.05/day	_____	_____	_____	_____
17"-21" LCD Monitor	\$135.94/day	_____	_____	_____	_____
22"-27" LCD Monitor	\$200.68/day	_____	_____	_____	_____
30"-32" LCD Monitor	\$239.52/day	_____	_____	_____	_____
DVD Player	\$90.63/day	_____	_____	_____	_____
Flipchart w/ Markers	\$58.26/day	_____	_____	_____	_____
*HSIA Wired Connect	\$165.34 per computer/day	_____	_____	_____	_____
*HSIA Wireless Connect	\$42.87 per computer/day	_____	_____	_____	_____

***HSIA is high speed internet access. Prices include service charge & tax.**
For all other AV/Internet needs please contact Robert Rapatski at 802-862-1329 OR rrapatski@PSAV.COM for details.

TELEPHONE

TELEPHONE DESCRIPTION	USAGE PRICE	NUMBER NEEDED	DAYS NEEDED	LOCATION(S)	TOTAL FEE
Local calls only	\$35.00/day	_____	_____	_____	_____
Long distance & local	\$45.00/day	_____	_____	_____	_____

Prices of special services and materials not listed will be given upon receipt of written information. All prices include 7% state tax. Per day usage price based upon show days only.

SIGNATURE _____ **DATE** _____