



Sheraton Station Square Hotel

**EXHIBITOR REQUEST FORM**

Please Return Form to [amber.gordon@sheratonstationsquare.com](mailto:amber.gordon@sheratonstationsquare.com)

ELECTRICAL ORDER			
SERVICE	PRICE PER DAY	# OF DAYS	TOTAL
15 Amps	\$90.00		\$0.00
Dedicated 20 Amp	\$125.00		\$0.00
Additional Power (Please Inquire)	TBD		\$0.00
<b>Electrical Order Subtotal</b>			<b>\$0.00</b>

AUDIO VISUAL ORDER			
SERVICE:	PRICE PER DAY	# OF DAYS	TOTAL
HARDLINE INTERNET QTY(____)	\$170.00		\$0.00
WIRELESS INTERNET	INQUIRE		\$0.00
DEDICATED PHONE LINE	\$80.00		\$0.00
DIRECT DIAL IN LINE (DID)	\$150.00		\$0.00
TELEPHONE	\$15.00		\$0.00
LAPTOP COMPUTER	\$235.00		\$0.00
WIRELESS PRESENTER MOUSE	\$35.00		\$0.00
32' MONITOR	\$275.00		\$0.00
50' MONITOR	\$400.00		\$0.00
WHITE BOARD W/MARKERS	\$95.00		\$0.00
FLIP CHART STANDARD PACKAGE (INCLUDES STAND, STANDARD PAD, 4 MARKERS)	\$70.00		\$0.00
FLIP CHART ADHESIVE PACKAGE (INCLUDES STAND, ADHESIVE PAD, 4 MARKERS)	\$90.00		\$0.00
<b>AV Order Subtotal</b>			<b>\$0.00</b>

<b>Electrical Order Subtotal</b>	
<b>AV Order Subtotal</b>	<b>\$0.00</b>
<b>Packaging/Handling Order Subtotal (from page 2)</b>	<b>\$0.00</b>
24% Service Charge (Taxable)	\$0.00
7% PA Sales Tax	\$0.00
<b>GRAND TOTAL</b>	<b>\$0.00</b>

**PAYMENT INFORMATION**

Name of Convention:	Convention Dates:
Booth #/Room Name:	Phone #:
Your Company Name:	
Address:	City: Zip Code:
Authorized Name (Please Print):	Signature:

**\*\*Upon receipt of this form, your Convention Services Manager will send you a secure credit card link for the payment of your Electrical, AV, and/or Handling Charges.**

**PACKAGE AND SHIPPING INFORMATION**

Package Pricing - Will be charged on-site	Please provide inbound shipping info:	
0 to 5 lbs: \$5.00 each	Number of boxes up to 5 lbs	\$5.00
6 - 20 lbs: \$10.00 each	Number of boxes 6-20 lbs	\$10.00
21 - 50 lbs: \$15.00 each	Number of boxes 21-50 lbs	\$15.00
Over 50 lbs: \$25.00 each	Number of boxes over 50 lbs	\$25.00
Crates/Pallets: \$75.00 each	Number of crates/pallets	\$75.00
*fee can increase based on size/weight of crate.	<b>Packaging/Handling Order Subtotal</b>	

**INBOUND SHIPPING: All Packages must be addressed properly to:**  
 The Sheraton Station Square Hotel  
 300 West Station Square Drive  
 Pittsburgh, PA 15219  
 Name of Event/Date of Event/Booth # (or Room Name)  
 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 the exhibitor/vendor.**

**RETURN SHIPPING: It is the responsibility of the vendor/guest to have all packages re-boxed and labeled appropriately. Please call your carrier to schedule a pick up. The hotel is responsible for items left after an event for only two business days.**

**\*\*A Bill of Lading must be completed for any outbound shipments via common carrier or van line (none needed for Fed Ex or UPS). Please complete and provide to your Convention Services Manager BEFORE your departure from the hotel. Blank B/L's will be available if needed.**