

**SHERATON BURLINGTON HOTEL AND CONFERENCE CENTER
ELECTRICAL AND TELEPHONE ORDER FORM**

Please fully complete this form and enclose your check for the full amount payable to *The Sheraton Burlington Hotel and Conference Center, 870 Williston Road, Burlington, VT 05403*. OR, fax form with complete credit card information to 802-865-6617. **PLEASE PRINT**. All requests must be received in writing ten (10) days before show. **All late orders will be subject to an additional \$25.00 per item late charge.**

Name of Show _____	Check Enclosed _____
Show Dates _____	Expiration Date _____
Credit Card # _____	Company Name _____
Your Name _____	Contact Person at Show _____
Company Telephone _____	Booth # _____
Company Address _____	
Email Address _____	

ELECTRICAL NEEDS

ELECTRICITY DESCRIPTION	USAGE PRICE	NUMBER NEEDED	DAYS NEEDED	TOTAL FEE
Multi Outlet Strip (does not include power)	\$5.00 / day	_____	_____	_____
<u>Single Phase</u>				
Outlets to 10 amps, 120 volts (booth light, basic computer)	\$20.00 / day	_____	_____	_____
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	_____	_____	_____
<u>Special Circuits/Three Phase</u>				
Outlets to 10 amps, 208 volts	\$35.00 / day	_____	_____	_____
Outlets to 20 amps, 208 volts	\$35.00 / day	_____	_____	_____
Outlets to 30 amps, 208 volts	\$40.00 / day	_____	_____	_____
Outlets to 50amps, 208 volts	\$50.00 / day	_____	_____	_____
Outlets to over 60 amps – subject to quote and availability				

Equipment Description: _____

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.

Power requests made less than 24 hours prior to show cannot be guaranteed.

ELECTRICIAN PRICES

General Labor \$20.00 / person / hour
Special Services \$30.00 / person / hour

Electrician Notes

- For Houseman and Electricians please specify day, hours, and number of men needed. Minimum 1 hour labor charge.
- Additional labor and material costs for installation of special circuits.
- **All connections must be made by our electricians.**

Electrician Needs: _____

TELEPHONE

TELEPHONE DESCRIPTION	USAGE PRICE	NUMBER NEEDED	DAYS NEEDED	LOCATION(s)	TOTAL FEE
Local calls only	\$45.00/day	_____	_____	_____	_____
Long distance & local	\$45.00/day	_____	_____	_____	_____
High Speed Internet	\$115.00 per computer/day	_____	_____	_____	_____

***** Bulk rate pricing available...please contact _____ at _____ OR email _____ for details. *****

Note: Plus local & long distance charges. Payment must be guaranteed by a major credit card. See above.

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

SIGNATURE _____ **DATE** _____

Reservations Use Only	Amount: _____	Initials: _____
Date Deposit Posted: _____		