

Sheraton Philadelphia City Center

Electrical Form

Meeting/Conference: _____

Booth Number if Known: _____

Set - Up Date for Electricity: _____ Show Date: _____

Please indicate below the services which you will require for the upcoming event. The Sheraton Philadelphia City Center requires that all Electrical Service Orders shall be received prepaid two weeks in advance of set – up date, to receive advance power rate.

Floodlights: (Standard clip-on type)

	Quantity Requested		Total
100 Watt	_____	@ \$40.00 Each	\$ _____

Current Required: (120V,220V available; 480V available in some locations only)

20 Ampere circuit	_____	@ \$90.00 Each Per Day	\$ _____
30 Ampere circuit	_____	@ \$105.00 Each Per Day	\$ _____
40 Ampere circuit	_____	@ \$150.00 Each Per Day	\$ _____
60 Ampere circuit	_____	@ \$200.00 Each Per Day	\$ _____
100 Ampere circuit	_____	@ \$300.00 Each Per Day	\$ _____
200 Ampere circuit	_____	@ \$750.00 Each Per Day	\$ _____

SPECIAL SERVICES:

High Lift Per Hour	@ \$50.00 Per Hour	\$ _____
High Lift Per Day	@ \$400.00 Per Day	\$ _____
Genie lift one man lift	@ \$25.00 Per Hour	\$ _____
Genie lift one man lift	@ \$200.00 Per Day	\$ _____
Labor Rate for Special Requests	@ \$450.00 Per Day	\$ _____
Overtime Rate for Special Requests	@ \$65.00 Per Man Hour	\$ _____

Total Per Day:	\$ _____
NUMBER OF DAYS	X _____
Total	\$ _____
Plus 22% Service Charge	\$ _____
Plus 7% Sales Tax	\$ _____
GRAND TOTAL:	\$ _____

Company Name: _____

Authorized By: _____

Name of On-Site Exhibitor Contact: _____

Street, City, State and Zip Code: _____

Daytime Telephone: _____

Email: _____

Credit Card Number: _____ Exp Date: _____

Name as it Appears on the Card: _____

Make checks payable to: Sheraton Philadelphia City Center
17th and Race Streets
Philadelphia, PA 19103

Please Fax Electrical Form to Attention Meeting Services: (215) 448-2853

Sheraton Philadelphia City Center

Standard Conditions for Exhibits and Displays

FLAMMABLE MATERIALS:

All materials used in the Sheraton Philadelphia City Center must be non-flammable and must conform to the Fire Code Regulations of the City of Philadelphia. Electrical wiring and equipment installations must conform to the Middle States Association of Underwriters. Materials not conforming with such regulations will be removed immediately at Exhibitor's expense. Engines and motors of any kind may be operated only with the consent of the Director of Engineering.

SPECIAL NOTICES:

Nails, bracing wires, or any other device attached to the building structure shall not be permitted. Any property damaged shall be repaired or replaced at Exhibitor's expense.

LIABILITY:

The Hotel shall not be responsible for any injury, loss or damage that may occur to Exhibitor, Exhibitor's employees or property, or to any other persons, prior to, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss, or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each Exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss, or damage. Exhibitor must carry appropriate insurance to cover any loss or damage to the Hotel.

INSURANCE:

Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

STORAGE:

The Hotel has no facilities for the storage of exhibits. It is solely the Exhibitor's responsibility to contact a drayage company to handle all storage. All shipments for an exhibit must be directed to the official drayer. Shipments which arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to Exhibitor's booth at show time.

Exhibitors Signature of Agreement: _____

Today's Date: _____

Sheraton Philadelphia City Center

TELEPHONE REQUEST FORM

COMPANY NAME: _____

GROUP NAME: _____

MAIN CONTACT: _____ ON-SITE CONTACT: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

DID LINE – Outside phone line with Instrument: \$150.00 daily charge for each line ordered in addition to the regular hotel charges for local and long distance calls made from each line. A 22% Service Charge and 7% State Tax will be added to all prices. Indicate if telephone instrument is needed.

MEETING ROOM	DATE USAGE	TIME USAGE	# of DID Lines	# of Phones Needed
	To	To		
	To	To		
	To	To		
	To	To		
	To	To		
	To	To		
	To	To		
	To	To		

Polycm Speaker Phones are available through Swank Audio Visual

A \$100.00 SET-UP FEE IS REQUIRED FOR ORDERS PLACED WITHIN 48 HOURS OF MEETING.

SIGNATURE: _____ PRINT NAME: _____

Please Fax the Completed Telephone Request Form to Attention Meeting Services (215) 448-2853. For Additional Information Please Call (215) 448-2963.