

**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**

<b>ELECTRICITY DESCRIPTION</b>	<b>USAGE PRICE</b>	<b>NUMBER NEEDED</b>	<b>DAYS NEEDED</b>	<b>TOTAL FEE</b>
Multi Outlet Strip (does not include power)	\$5.00 / day	_____	_____	_____
<b>Single Phase</b>				
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	_____	_____	_____

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**

<b>ITEM DESCRIPTION</b>	<b>USAGE PRICE</b>	<b>NUMBER NEEDED</b>	<b>DAYS NEEDED</b>	<b>LOCATION(s)</b>	<b>TOTAL FEE</b>
17" LCD Monitor	\$129.47/day	_____	_____	_____	_____
20" LCD Monitor	\$161.84/day	_____	_____	_____	_____
30" LCD Monitor	\$194.21/day	_____	_____	_____	_____
DVD Player	\$90.63/day	_____	_____	_____	_____
Flipchart w/ Markers	\$38.84/day	_____	_____	_____	_____
*HSIA Wired Connect	\$140.84 per computer/day	_____	_____	_____	_____
*HSIA Wireless Connect	\$61.24 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](mailto:rrapatski@PSAV.COM) for details.**

**TELEPHONE**

<b>TELEPHONE DESCRIPTION</b>	<b>USAGE PRICE</b>	<b>NUMBER NEEDED</b>	<b>DAYS NEEDED</b>	<b>LOCATION(s)</b>	<b>TOTAL FEE</b>
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** \_\_\_\_\_