Sheraton
West Des Moines
HOTEL

****2011 Exhibitor Utility Service Order Form****

Dear Exhibitor, Please indicate below the service which you will require for the upcoming conference. We look forward to serving you. Thank you.

Name of Conference	Exhibit Set-Up Date & Time	Booth Registered To

Outlets: (Current required for lights, motors, appliances, etc.)

110 Volt, Single Phase ____x____ days @ $ 25.00/day = _____

208 Volt, Single Phase (30amp) ____x____ days @ $ 50.00/day = _____

208 Volt, Three Phase (50amp) ____x____ days @ $ 100.00/day = _____
- specific booth location required for 208 Volt Outlet

Additional Power options available by Quote = _____

Audio Visual Equipment: (Outlet Included where appropriate)

High Speed Internet Connection ____x____ days @ $120.00/day = _____

27" TV & VCR or DVD Player with or without Cart ____x____ days @ $145.00/day = _____

6'x6' Screen ____x____ days @ $ 40.00/day = _____

Audio Visual Cart ____x____ days @ $ 20.00/day = _____

SUBTOTAL: _____
6% Sales Tax: _____
TOTAL: _____

Additional Requirements and Instructions:

_____

_____

_____

Shipping & Receiving: All incoming packages should be clearly marked with the Booth Name, On-Site Contact Person & Date of Event. Because there is limited storage, boxes can be accepted by the Hotel no more than **3 working days** prior to your event set up day. A **storage fee of $3.00 per day, per box** will be charged to the credit card on this form for any materials shipped earlier than (3) days prior to the set up day. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded. Any Item over 250 pounds must be delivered to a drayage company.

All utility service orders must be received by the hotel no later than one week before set up date. All charges will be billed on your credit card. ***NO ORDERS WILL BE PROCESSED WITHOUT FORM OF PAYMENT!***

Firm: _____
Street: _____
City/State/Zip: _____
Phone #: _____ Fax: _____
Name of Person(s) Working the Booth: _____
Credit Card #: _____ Exp. Date: _____
Type of Card (Please Circle): MC VS DC AX DIS CB
Authorized by: _____ Date: _____
Title: _____ 12/10

Credit will not be given for services ordered and installed, but not used. Building wall and floor outlets are not part of the booth space and are not to be used by the exhibitors unless specified otherwise. Customer is responsible for loss or damage to personal property. Any type of motorized equipment or vehicle must receive permission from the hotel before being brought into the facility.

Hotel Sales Office Fax # 515-223-2695