



**Sheraton Detroit Novi**  
HOTEL

**SAE VENDOR**  
**EXHIBIT INFORMATION FORM**

Fax this form to: Attention – Audra Frye Fax # (248) 349-4302 Phone # (248) 348-6837

*Please type or print:*

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Office Fax: \_\_\_\_\_

*Please mark the following requests:*

\_\_\_\_\_ (1) Phone Line @ \$35.00++, plus the cost of calls

\_\_\_\_\_ High Speed Internet access 200++, \$50++ per computer hookup

\_\_\_\_\_ Power Strip @ \$10.00++

\_\_\_\_\_ Extension Cord @ 6.00++

\_\_\_\_\_ My company will be sending boxes – Handling fee \$3.00 per box  
Approximately \_\_\_\_\_ boxes will be sent to my attention on \_\_\_\_\_  
They will be sent by the following Carrier: (ie: UPS, FedEx, AirBorn) \_\_\_\_\_

Send all Boxes to: Sheraton Novi  
Attention:  (your name here)   
(Group Name)  
21111 Haggerty Road  
Novi, MI 48375

Additional Requests:  
\_\_\_\_\_

**Sheraton Detroit Novi requires your credit card number to reserve and charge the above equipment.**

Card Type & Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_