

Sheraton Station Square Hotel ELECTRICAL SERVICE ORDER FORM

Please complete and return with remittance to:

**Sheraton Station Square Hotel
300 West Station Square Drive
Pittsburgh PA 15219**

Fax: 412-803-3829

Advance payment and order form MUST be received at least TWO WEEKS prior to event date or LATE charges will apply. A 7% Pennsylvania state tax is applicable to ALL orders. Charges below refer to primary connections ONLY. If secondary connections are required there will be additional charges based on time and materials. Electrical work will be performed by Hotel electricians ONLY.

ELECTRICAL ORDER					
Outlets	Regular Price	Late Order Price	Quantity	No of Days	Total Cost
115 Volt-Standard Outlet	\$45.00	\$55.00			
(Lighting/Computers Only)					
30 Amps	\$90.00	\$100.00			
40 Amps	\$120.00	\$130.00			
50 Amps	\$180.00	\$190.00			
208 Amps-Single Phase					
15 Amps	\$50.00	\$60.00			
20 Amps	\$100.00	\$110.00			
30 Amps	\$150.00	\$160.00			
40 Amps	\$200.00	\$220.00			
50 Amps	\$250.00	\$270.00			
60 Amps	\$300.00	\$320.00			
208 Volts-Three Phase					
15 Amps	\$135.00	\$145.00			
20 Amps	\$185.00	\$195.00			
30 Amps	\$275.00	\$295.00			
40 Amps	\$360.00	\$380.00			
50 Amps	\$450.00	\$470.00			
60 Amps	\$540.00	\$570.00			

EXTENSION CORD/EQUIPMENT RENTAL				
Electrical charges are NOT included in rental fees				
Item	Price	Quantity	No of Days	Total Cost
Exhibit Table Setup Fee	\$20.00		N/A	
120 Volt 25' Extension	\$15.00			
120 Volt 6 Outlet Power Strip	\$25.00			
208V - 120V Splitter	\$50.00			
T1 -- High Speed	\$450.00			
Additional High Speed Hub	\$50.00			
Telephone	\$15.00			
Direct Dial In (DID) Line	\$150.00			
Dedicated Phone Line **	\$80.00			
**(Dial "9" For Computer Hookup)				

TOTALS	
Total Electrical Order	
Total Extension Cord/Equipment Rental	
On-site charge	
Subtotal	
20% Service Charge (taxable)	
7% PA Sales Tax	
Total	

There will be an on-site charge of \$20.00 for any order placed on the day of the event.
For additional information on special lighting requirements or electrical hookups -
Please contact your Conventions Services/Sales Manager.

Name of Convention: _____ Booth # : _____

Convention Dates: _____ Phone # : _____

Your Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Name (Please Print): _____

Signature: _____

Credit Card (Circle One): AMEX Discover Visa MasterCard

Credit Card Number: _____ Exp Date: _____ Pin Number _____

Hotel Representative's Name: Myrna L. Book, CMP - Director of Convention Services