



SHERATON
EST. 1937

CONVENTION SUPPORTSERVICES

EXHIBIT BOOTH / TRADE SHOW SET-UP FORM

Hardline Internet Cable/Run	\$50.00 line	Quantity _____	\$ _____
		TOTAL	\$ _____

IN HOUSE CONTACT NAME: _____

SET- UP INSTRUCTION

LOCATION: _____

INSTALLATION DATE & TIME: _____

REMOVAL DATE & TIME: _____

Function / Exhibit Name: _____ Booth Number _____

Billing Information:

Select One:

_____ : Charge fees to guest room staying at Sheraton. Guest Name: _____

_____ : Send credit card authorization for payment. Email: _____

Contact Name: _____

Phone: _____ Email: _____

All charges will be posted to either the credit card or guest room provided.

I have read and agreed to the above terms.

Initial: _____

Return to: Leah McIntyre
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