



ELECTRICAL CONNECTION / BANNER HANGING FORM

Mail or Fax To:

(Circle Your Convention Services
Manager's Name):

**Jennifer Walters /Mike Grabowski
Heather Neideffer**

Sheraton Indianapolis Hotel & Suites

8787 Keystone Crossing

Indianapolis, IN 46240

Fax: (317) 574-6780

Event: _____

Group Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Method of Payment:

1) Make check payable to Sheraton Indianapolis

2) Credit card type: ___ AX ___ MC ___ VI

_____ Other
Exp. _____

Printed Name on Card _____

Date of Request: _____

Set Up Time & Date: _____

Tear Down Time & Date: _____

Booth Number: _____

VOLTAGE	AMPS	PHASE	ADVANCE ORDERS	ON- SITE ORDERS		QTY		NUMBER OF DAYS		TOTAL
120V	1-20	Single	\$45	\$110	X		X		=	
120V	21-40	Single	\$50	\$120	X		X		=	
120V	41-50	Single	\$55	\$130	X		X		=	
120V	51-75	Single	\$75	\$170	X		X		=	
120V	76-100	Single	\$125	\$300	X		X		=	
*120V	100 & Over	Single	\$200	\$600	X		X		=	
VOLTAGE	AMPS	PHASE	ADVANCE ORDERS	ON- SITE ORDERS		QTY		NUMBER OF DAYS		TOTAL
208V	1-20	Single	\$60	\$120	X		X		=	
208V	21-40	Single	\$75	\$150	X		X		=	
208V	41-50	Single	\$85	\$170	X		X		=	
208V	51-75	Single	\$90	\$180	X		X		=	
208V	76-100	Single	\$175	\$450	X		X		=	
*208V	100 & Over	Single	\$250	\$800	X		X		=	
VOLTAGE	AMPS	PHASE	ADVANCED ORDERS	ON-SITE ORDERS		QTY		NUMBER OF DAYS		TOTAL
208V	1-20	3Phase	\$75	\$80	X		X		=	
208V	21-40	3Phase	\$85	\$170	X		X		=	
208V	41-50	3Phase	\$95	\$190	X		X		=	
208V	51-75	3Phase	\$125	\$250	X		X		=	
208V	76-100	3Phase	\$250	\$500	X		X		=	
*208V	100 & Over	3Phase	\$400	\$800	X		X		=	

***CALL IN ADVANCE**

NOTE ALL CHARGES ARE MULTIPLIED BY EACH DAY IN SERVICE. THE PROPER MEANS OF INSTALLATION WILL BE DETERMINED BY THE CHIEF ENGINEER.

BANNER / SIGN HANGING SERVICES

Engineering labor rate (1/2 hour minimum) \$30.00 per hour: _____

Banners / Signs: First one hung (up to 3' x 8') at no charge. Additional banners / signs at \$15.00 each or \$30.00 per hour. Anything larger than 3' x 8' to be at discretion of the Hotel.

Customer Name (Please Print): _____

Signature: _____

(Please see reverse of this page)

CONNECTION CHARGES (as shown on the other side) cover the cost of electrical connections, temporary lines and bringing power lines to your location. Service includes bringing power to one point and on connection. Charges do not include work in your booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor's equipment. Work performed in booth for special wiring will be charged on a time and materials basis.

ELECTRICAL REQUIREMENTS AND REGULATIONS OF THE SHERATON INDIANAPOLIS HOTEL AND SUITES:

1. ALL electrical connections, installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical and fire codes.
2. ALL equipment regardless of source of power must comply with all safety codes.
3. EXHIBITORS SHALL BE PROHIBITED from overloading circuits regardless of voltage and amperage.
4. UNDER NO CIRCUMSTANCES shall anyone other than "House Electrician" make electrical connections.
5. EXHIBITORS SHALL BE PROHIBITED from using equipment not properly protected by some type of overload circuit breaking device. Such device to be a part of the equipment for source of problem and corrected malfunction.
6. USE of open clip sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs are prohibited.
7. The Sheraton Indianapolis Hotel and Suites reserves the right to check and inspect any and all electrical connections, equipment and facilities which any customer used while in the hotel. "House Electricians" may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be disconnected.
8. CLAIMS will not be considered unless filed by client prior to departure.
9. SPECIAL EQUIPMENT requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "House Electrician." However, all service connections and overload protection to such equipment must be made by "House Electricians" only.
10. ALL equipment must be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.....
11. ALL MATERIAL and equipment furnished by the HOTEL for this service order shall remain the HOTEL'S property and shall be removed ONLY by the HOTEL at the conclusion of the function.
12. WALL, COLUMN and permanent building utility outlets are NOT A PART of exhibit space and are not to be used by the exhibitors unless specified otherwise.
13. ALL EXHIBITOR'S cords MUST be of the three wire grounded type. All exposed non-current carrying metal parts of fixed equipment unless specified otherwise.
14. CREDIT will not be given for outlets installed and not used.
15. RATES are subject to change without notice.
16. HOTEL does not accept any responsibility for any injury/death to any or all persons as a result of this order. The Sheraton Indianapolis Hotel and Suites, dba Starwood, assumes no liability damage(s) to equipment caused by power fluctuations beyond the direct control of the Hotel.

IMPORTANT: Read all rules and regulations before completing and signing this order form.

BY SIGNATURE BELOW, I agree to all charges specified and agree to abide by the rules and regulations stated on this form. I am authorized to sign for company.

Authorized Signature

Printed Name

Date