

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	\$10.00		N/A	
120 Volt 25' Extension	\$15.00			
120 Volt 6 Outlet Power Strip	\$25.00			
208V - 120V Splitter	\$45.00			
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	
19% 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: _____

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