



**Sheraton
Norfolk Waterside
HOTEL**

SERVICES REQUEST FORM

Must be received a minimum of fourteen (14) business days prior to your arrival.

STEP 1

Conference Name: _____	Conference Date: _____
Service Begin/End Dates: _____	On-site Contact Name: _____
Company Requesting Service: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Fax: _____ E-mail: _____
Type of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
Credit Card Number: _____	Expiration Date: _____
Authorized by: _____	_____
(Print)	(Signature)

**** Service for late requests cannot be guaranteed. A charge of \$100 will be applied to all late requests in addition to normal charges. Banner charges will have an additional late penalty if requested less than 24 hours in advance. The Hotel and Conference Center reserves the right to refuse any requests for service that is deemed unsafe or ill advised.**

ELECTRICITY

STEP 2

Quantity	Description	# of Days	Fee Per Day	Total
_____	Standard Electrical Service Rental (110 volt 20 amp) Note: Power cords must be returned to the hotel otherwise your credit card will be charged an additional \$10.	_____	\$40.00	_____
_____	Specialty Electricity Service (plug in charge)			
_____	208 V 60 Amp 1 Phase	_____	\$ 50.00	_____
_____	208 V 60 Amp 3 Phase*	_____	\$100.00	_____
_____	208 V 100 Amp 3 Phase*	_____	\$150.00	_____
_____	Portable Dedicated Electric Service	_____	\$200.00	_____
_____	Hook up charge into electrical panel for 208	_____	\$250.00	_____
_____	*User to supply tails from area needed to electrical panel (minimum 100')			
_____	Power Strip		\$ 10.00	_____
_____	Additional Equipment-Pallet Jack			
_____		_____	\$ 50.00	_____
Total Electrical Charges:			\$	_____

Note: Any item in excess of 800 lbs. vendor to supply plywood for transporting over carpeted and tile areas of the hotel.

STEP 3

Rules and Regulation

1. Wall, column and permanent building outlets are not a part of booth space and are not to be used by exhibitors unless specified in writing by the Sheraton Norfolk Waterside Hotel's Engineering department.
2. Under no circumstances shall anyone other than "house electricians" make electrical connections. (Does not apply to 110 volt outlets.)
3. Use of open clip sockets, latex, or lamp cord wire and duplex or triplex attachment plugs in exhibits is strictly prohibited.
4. All extension cords supplied by exhibitor must be 3-wire grounded types.
5. All equipment regardless of source of power, must comply with NEC electrical codes as well as Norfolk, Virginia electric codes.
6. All material and equipment furnished by the hotel staff shall remain the property of the hotel and can only be removed by hotel engineering personnel at the close of the function.
7. Exhibitor is responsible for any and all damages to floor coverings and walls caused by exhibitor and/or exhibitor's employees.

BOX HANDLING/STORAGE

STEP 4

Quantity	Description	Price per Box Per Day	Amount
_____	Small - Large Box /Display Case	\$7.50 each	_____
_____	Extra Large Box (25 lbs.+)	\$7.50 each	_____
_____	Heavy Equipment/Crates/Pallets	\$150.00 each	_____

Box handling charges will be billed to the guest/exhibitor. **Total Box Handling Charges:** \$ _____

This line is for Hotel Use only: Portage Amount: _____ Banquet Other Amount: _____

Shipping Instructions:

In-coming:

- ◆ Ship packages to arrive NO EARLIER THAN 3 DAYS PRIOR TO SETUP. We have limited space and boxes that arrive earlier will not be accepted.
- ◆ Address incoming boxes as follows:

Mr./Ms. Contact Name
ABC Exhibitor Company Name (if applicable)
c/o (meeting name and start date)
Sheraton Norfolk Waterside Hotel
777 Waterside Drive
Norfolk, VA 23510

Attention: (Your convention services or catering manager's name)

If you are shipping an item that requires special handling, or that is larger than 3 feet square or heavier than 200 lbs., please contact your Conference Services Manager at least 14 days in advance. This includes computer equipment, Internet servers, electronics, etc. The Hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made. Should you contract with the Hotel to move or set up your special items, handling charges will apply.

Out-going:

- ◆ All outgoing boxes must be packed, sealed and labeled by Exhibitor.
- ◆ Guests can ship out by taking their boxes to the Front Desk in the lobby by 5:30 p.m. on teardown day (Monday - Friday): Weekend shipments will be stored until Monday. Such shipping charges can be put on the guest's room bill, on a credit card, or on the guest's UPS or FedEx account (you must provide your own UPS/FedEx account number or labels).
- ◆ Large boxes and exhibit cases need to be taken to the dock area, however our Convention Service Department will still assist with making the arrangements.
- ◆ Questions should be directed to your Conference Services Manager prior to the meeting.

TELEPHONE PRODUCTS

STEP 5

Description	Rates	# of Days	Amount
Local/ Long Distance Analog Phone Line	\$80.00 hookup * (plus calls per day)	_____	_____
Wayport High Speed Internet Line (T1)	First Day - \$250.00	_____	_____
Additional user	Each Additional - \$100.00	_____	_____
Total Telephone Charges:			\$ _____

*Hotel's published telephone rates will apply for outgoing calls.

BANNER INFORMATION

STEP 6

Banner Fee Information	# of Banners	Cost per banner	Total Banner Charges
Hang Banners	_____	\$ 50.00	\$ _____
Hang Banners w-out 24 hour notice	_____	\$150.00	\$ _____

Banners to be delivered to your catering/conference services manager at least four hours prior to function.
Banners to be hung (location in room): _____

AUDIO VISUAL EQUIPMENT

Audio Visual equipment is available by calling the Hotel's Audio Visual Department, Presentation Services @ 757-622-6664x7051.

Disclaimer: The Sheraton Norfolk Waterside Hotel is not responsible for any lost, stolen, damaged or misdirected equipment, personal items or business related property brought onto the premises by an Exhibitor, Guest, Group Contractor, etc. This includes items that are in the meeting room outside of the Event hours.

STEP 7

Payment:	Total Electrical Charges:	\$ _____
	Total Box Handling Charges:	\$ _____
	Total Telephone Charges:	\$ _____
	Total Banner Charges:	\$ _____
	Total Charges from above:	\$ _____
	Plus \$25 Late fee if applicable	\$ _____
	Plus Tax (4.5%) (or x 1.045)	\$ _____
	Total Amount Due with tax:	\$ _____

Note: Credit cards will be charged upon receipt of this form.

Fax or mail completed form to:

Sheraton Norfolk Waterside Hotel
Catering/Convention Services Department
777 Waterside Drive
Norfolk, VA 23510
Phone: 757-622-6664
Fax: 757-640-2753