



Sheraton
Midtown Atlanta
HOTEL
COLONY SQUARE

MISCELLEANOUS EQUIPMENT ORDER FORM

NAME OF GROUP _____ DATE _____

CONTACT NAME _____ PHONE NUMBER _____

SET-UP TIME _____ BREAKDOWN TIME _____

FUNCTION ROOM _____ EXHIBIT NAME OR # _____

HOTEL REPRESENTATIVE _____ EXT. _____

ELECTRICAL:

_____ DUPLEX BOX @ \$30.00 EACH

_____ QUAD BOX @ \$60.00 EACH

_____ POWER STRIPS** @ \$10.00 EACH

_____ PATCH PANEL @ \$150.00 EACH

_____ EXTENSION CORDS @ \$15.00 EACH

**POWER STRIPS MUST HAVE DUPLEX OR QUAD BOXES FOR ELECTRICITY

TELEPHONE:

_____ DID LINE @ \$100.00 PER DAY/PER LINE, PLUS CHARGE OF EACH CALL

_____ IN HOUSE LINE @ \$35.00 PER DAY/PER LINE

_____ HIGH SPEED INTERNET @ \$100 PER DAY

OTHER:

_____ BANNERS UP TO 12' @ \$25.00 PER

_____ BANNERS OVER 12' @ \$50.00 PER

_____ LABOR FEE FOR LOADING OR UNLOADING @ \$15.00 PER HOUR

_____ SHIPPING AND RECEIVING @ \$3.00 PER BOX

_____ EASELS @ \$15.00 PER

AUTHORIZED SIGNATURE _____

CREDIT CARD INFORMATION MUST BE ATTACHED

Return to: SHERATON MIDTOWN ATLANTA AT COLONY SQUARE, ATTN: MARK MAJOR
188 14th STREET NE, ATLANTA, GA 30361, PHONE: (404) 892-6000 FAX: (404) 876-3276