



EXHIBITOR UTILITY CHARGES AND AVAILABILITY

Mail or Fax to: **SHERATON CHAPEL HILL HOTEL**

EXHIBITOR INFORMATION:

Attention: **Sales & Catering**
 Manager: **Dionne Apple**
 One Europa Drive
 Chapel Hill, NC 27517

Return By: _____
 Exhibitor Contact: _____
 Exhibitor Company: _____
 Exhibitor Address: _____
 City: _____
 State: _____ Zip _____
 Exhibitor Phone: _____

Phone: (919) 969-2173

Fax: (919) 942-3557

Event Date: _____

Date of Set-up: _____

Time of Set-up: _____

Name of Event: _____

***Dear Exhibitor:** Please indicate below the services you will require for the upcoming convention. The Convention Services Department may not be able to fulfill your request if this form is not completed and returned at least one week prior to your function. All items based upon availability. A cancellation fee of \$50.00 will apply for orders cancelled after installation.*

Note: Sheraton Chapel Hill Hotel assumes no liability for any failure of electrical current, supply or output and makes no warranties that the electrical sources located at the hotel are suitable for any particular purpose. We also encourage exhibitors NOT to leave any item of value out in a common area overnight unattended. If you do so it will be at your own risk.

ELECTRICAL/SERVICE AVAILABILITY

_____ 110 VOLT (20 AMP)	\$25.00 per day per outlet	\$ _____
_____ Banner Installation Charge	\$25.00 per hour	\$ _____
_____ Power Strip	\$20.00 each	\$ _____
_____ Power Cord	\$20.00 each	\$ _____

For additional electrical requirements, please contact your Sales/Catering Manager

PHONE LINES

Orders for telephone/phone lines must be placed (1) one week prior to the event arrival date. Please contact your Sales/Catering Manager to place telephone/phone line orders. Phone lines are based on availability.

_____ Direct Dial Line	\$75.00 per day
_____ T -1 Line	\$150.00 per day

Complimentary WI-FI is available throughout the hotel.

Please note any other requests you may have and we will let you know the price _____

PAYMENT

To guarantee order, please provide company credit card or attach company check made payable to Sheraton Chapel Hill Hotel. Please refer booth number and event name on check. Payment in full is due prior to function.

Type of Card: _____ CC# _____ Exp. _____

Authorized Signature: _____