

SHERATON CHICAGO HOTEL & TOWERS – EXHIBITORS - TELECOMMUNICATIONS FORM

SHOW NAME: _____

DEADLINE DATE: **TWO WEEKS PRIOR TO SHOW** EVENT DATE: _____ / _____ / _____ M T W Th F Sa Su

RETURN TO: Sheraton Chicago Hotel & Towers ♦ 301 E. North Water Street ♦ Chicago, IL 60611
 Attn: **Telecommunication Department** ♦ Phone: (312) 329-6971 ♦ Fax: (312) 329-6869

COMPANY NAME: _____ BOOTH NUMBER: _____

ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____ FAX NUMBER: _____

AUTHORIZED PERSON: _____ AUTHORIZED SIGNATURE: _____

Please call us if you have any special needs. Sheraton Chicago Hotel & Towers is the exclusive INTERNET / TELECOMMUNICATIONS provider to your show. PAYMENT AND ORDER FORM MUST BE RECEIVED BY DEADLINE DATE FOR DISCOUNT RATE. ADVANCE ORDERS RECEIVE PRIORITY SERVICE.

TELEPHONE SERVICE INFORMATION

Services	Qty	Discount Cost	Standard Cost	Total Cost
ANALOG PHONE LINE WITH PHONE UNIT		\$200.00	\$285.00	\$
ANALOG MODEM LINE FOR COMPUTER, FAX, OR CREDIT CARD MACHINE		\$200.00	\$285.00	\$
HIGH SPEED INTERNET ACCESS PER COMPUTER		\$600.00 for the first computer \$250.00 per computer there after.		\$
- IMPORTANT NOTE BELOW... PLEASE READ				
TAX: (STATE-7.0%, CITY-5.0%, STATE INFRAS-0.5%, CITY INFRAS-2.0%)			14.5%	\$
INSTALLATION TOTAL				\$
LOCAL & LONG DISTANCE CHARGES				\$ To Be Applied After the Show

² Exhibitors must supply computer(s) and pre-configured, pre-installed NIC(s) [network interface card(s)] to be compatible with T1 service. Each computer must have a NIC card. Service and equipment are only reserved after the actual order has been received and confirmation number assigned. Not responsible for conditions which are beyond Sheraton Chicago Hotel's control. "NAT", Internet Connection Sharing, DHCP, or other connection sharing devices may interfere with the hotel network and therefore not allowed. This is strictly enforced and maybe disconnected from network if used.

FORM OF PAYMENT (CREDIT CARDS ONLY – NO CHECKS PLEASE)

NOTE: ALL LONG DISTANCE AND LOCAL CALL CHARGES WILL BE APPLIED TO CREDIT CARD.

MasterCard American Express Discover Visa

Account Number: _____ Name on Credit Card: _____

Expiration Date: _____ Authorized Signature: _____

INSTALLATION: Date: _____ Time: _____ REMOVAL: Date: _____ Time: _____

IMPORTANT: Confirmation Number
 Fax this completed form back to (312) 329-6869 to have a confirmation number assigned to your order. All claims at the show must have a valid confirmation number in order to be considered. Your form will be faxed back to you with a confirmation number within 2 business days. Bring a copy of the CONFIRMED form to the show for verification. If you do not receive a confirmation after 2 business days, please call (312) 329-6971. Thank you.



RULES AND REGULATIONS

- ♦ Dial "9" for outside line (analog only).
- ♦ Obstructions blocking utility access are subject to relocation.
- ♦ Price subject to change without notice
- ♦ Claims will not be considered unless filed prior to close of show.
- ♦ All material & equipment furnished for service orders remain property of the Sheraton Chicago Hotel & Towers
- ♦ Credit will not be given for telephone / lines installed & not used