

Sheraton Virginia Beach Oceanfront Hotel Exhibitor AV Order Form

Trade Show Name

Please fill in the grey boxes and return to Karen Baker at kbaker@sheratonvirginiabeach.com or fax to 757-428-9246. The conference services manager will confirm your order with a total and provide an itemized invoice. Upon confirmation of order, an authorized credit card link will be sent.

Exhibitor Company Name & Address	Order Contact Name, Email, & Phone	On-site Contact Name & Phone	Setup Date/ Time	Teardown Date/Time

Quantity	Monitors	Cost per Day	Quantity	AV Equipment	Cost per Day
	19" Monitor	\$40.00		Flipchart Package <i>(includes stand, pad and four markers)</i>	\$45.00
	32" Monitor	\$100.00		4' x 6' Whiteboard with Easel	\$50.00
	45" Monitor	\$150.00		DVD Player	\$70.00
	50" Monitor	\$200.00		Laptop	\$200.00
Quantity	Power Charges	Cost per Day	Quantity	Telephone Charges	Cost per Day
	Electricity (includes: Setup, Power Strip & Ext. cord)	\$25.00		House Phone <i>(Dials & Receives within the Hotel Only)</i>	\$35.00
				Direct Inward Dial (DID) Per Line Per Day <i>(calls are additional)</i>	\$100.00
<i>For additional requirements, please contact the hotel.</i>				Polycom Conference Phone Package	\$75.00

22% Service Charge and Virginia State Tax will be Applied to all Orders

Quantity	Package Handling Fees	Cost	Please Address Incoming Packages as Follows:
	Boxes, Packages 0-20 lbs (each)	complimentary	HOLD FOR: Mr./Mrs. Contact Name and Exhibitor Company Name (if applicable) Meeting Name and Start Date The Sheraton Virginia Beach Oceanfront Hotel 3501 Atlantic Avenue, Virginia Beach, VA 23451
	Boxes, Packages 20-50 lbs (each)	complimentary	
	Boxes, Packages 50 + lbs (each)	\$15.00	
<i>For questions, please contact Monica Hottle at 757-905-6217</i>			

Shipping Instructions:

1. Ship packages to arrive no earlier than five days prior to setup. The hotel has limited space and boxes that arrive earlier will not be accepted.
2. All outgoing boxes must be packed, sealed, and labeled by exhibitor.
3. Guests can ship out by taking packages to the front desk by 6:00 p.m. on teardown day (Monday-Friday); weekend shipments will be stored until Monday. Guest will need to provide credit card or UPS/FedEx account for all shipping charges. Guest will also need to schedule a pickup with UPS/FedEx prior to bringing the box to the Front Desk.
4. If you are shipping an item that requires special handling and/or is heavier than (200) pounds, please contact your conference services manager at least one week in advance. The hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made.