

**ELECTRICAL / TELEPHONE / INTERNET SERVICE ORDER FORM**

Payment along with this service order should be sent to:

**SHERATON GREENSBORO HOTEL AT FOUR SEASONS/  
JOSEPH S. KOURY CONVENTION CENTER**

3121 High Point Road  
Greensboro, North Carolina 27407  
ATTN: ACCOUNTING  
Fax: (336) 292-9530

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
<b>ELECTRICAL*</b>				
	120 Volt Outlet (1 connection)	\$37.71* / each		
	120 Volt Outlet (with use of powerstrip)	\$107.75* / each		
	208 Single Phase 30 Amp	\$107.75* / each		
	208 Three Phase 60 Amp	\$431.00* / each		
	**Additional electrical service used above ordered amount will result in additional charges as outlined to be paid prior to event closing.** <b>Electrical Service Note:</b> If service above does not meet your specifications, list your full requirements on a separate sheet and submit with this form. Additional fees will apply and be quoted upon receipt.			
<b>TELEPHONE</b>				
	Unrestricted House Phone – Access Fee <i>(9 plus number dialed)</i>	\$53.88* / per line		
	Private Line – Access Fee <i>(Client must secure service &amp; billing through BellSouth)</i>	\$53.88* / per line		
	<b>***A credit card guarantee is required for ALL telephone service***</b>			
<b>INTERNET</b>				
	High Speed Internet Access	\$161.63* / per line, per day		
<b>TOTAL AMOUNT DUE</b>				<b>\$</b>

\*NC State Sales Tax of 7.75% is applicable and has been added to the prices show above.

**PAYMENT:** Payment must be included with this order form. Payment may be made by cash, check or credit card. **Note: A credit card guarantee is required for ALL telephone service.**

Amount Due: \_\_\_\_\_ Payment Method: \_\_\_Cash \_\_\_Check \_\_\_Credit Card

Credit Card Type \_\_\_\_\_ Number \_\_\_\_\_ Exp \_\_\_\_\_

**Order and pre-payment for requested service must be received two weeks prior to event in order to guarantee services.**