

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
ELECTRICAL*				
	120 Volt Outlet (1 connection)	\$48.04* / each		
	120 Volt Outlet (with use of powerstrip)	\$117.43* / each		
	208 Single Phase 30 Amp	\$117.43* / each		
	208 Three Phase 60 Amp	\$437.68* / each		
	Additional electrical service used above ordered amount will result in additional charges as outlined to be paid prior to event closing. Electrical Service Note: 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.			
TELEPHONE				
	Unrestricted House Phone – Access Fee <i>(9 plus number dialed)</i>	\$64.05* / per line		
INTERNET				
	High Speed Wired Internet Access Email address to have Wired Internet access code sent to: _____ *complimentary wireless for registered hotel guests	\$250.00 / per line, per day		
TOTAL AMOUNT DUE				\$

***NC State Sales Tax of 6.75% 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 _____ Security Code _____

Order and pre-payment for requested service must be received 14 business days prior to show date in order to guarantee services.

Do you need a receipt emailed/faxed to you? Please provide email address/fax _____