



Sheraton Tysons Hotel
8661 Leesburg Pike, Tysons, VA 22182

Attn: Cindy Yang / Phone: 703-610-8251 / Fax: 703-610-8295
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CONVENTION SERVICES ELECTRICAL ORDER FORM

NAME OF EXPOSITION EVENT: _____

DATES: _____ BOOTH #: _____

Indicate below the electrical service that you require. To prevent overloading of circuits, exhibitors will not be permitted to connect into the hotel's electrical system unless instructed by a Hotel Engineer.

Extensive hook-ups may require additional changes.

TO ENSURE ELECTRICAL INSTALLATION, RETURN THIS FORM WITH REMITTANCE NO LATER THAN (15) DAYS PRIOR TO YOUR EVENT.

NOTE: FOR ANY ADDITIONS TO THIS ORDER, AN EXTRA CHARGE OF \$35.00 IS APPLICABLE**

110 VOLTS STANDARD OUTLET

ITEM	QTY	REGULAR PRICE	LATE PRICE	TOTAL
500 Watts		\$75.00	\$100.00	
1000 Watts		\$100.00	\$125.00	
1500 Watts		\$125.00	\$150.00	

208 VOLTS SINGLE *

20 Amps		\$120.00	\$150.00	
30 Amps		\$145.00	\$175.00	
40 Amps		\$175.00	\$205.00	
50 Amps		\$210.00	\$240.00	

208 VOLTS 3 PHASE*

20 Amps		\$130.00	\$175.00	
30 Amps		\$160.00	\$205.00	
50 Amps		\$215.00	\$255.00	
100 Amps		\$425.00	\$470.00	
150 Amps		\$850.00	\$895.00	

* All cords will be provided with twist lock ends.

* Maximum voltage available is 208 volts.

* Minimum labor for 208 volt installation 4 hours.

*All 208 single phase and 3 phase specs will require NEMA configuration.

ADDITIONAL ENGINEERING

Banners		\$75.00	\$100.00	
Quad Box		\$25.00	\$35.00	
Power Strip		\$25.00	\$35.00	
Miscellaneous				

LABOR CHARGES	# HOURS	TOTAL
\$65.00/hr (Minimum of 4/hr Charge)		

Note: 24-hour operation is double charge.

Hall rental includes cleaning of hall prior to set up aisle cleaning only. Additional charge of \$10.00 per night will apply if booth cleaning is Required. Indicate below if booth cleaning is desired:

_____ Yes _____ No

Subtotal (Add totals from above) _____

Add 6% State Tax _____

Total _____

IMPORTANT

Note: This order MUST be received by the Sheraton Premiere not later than (15) days before opening day to ensure installation in time for opening of show. Late orders will be serviced after completion of all early orders.

SPECIAL NOTICE!!!

WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF FAIRFAX COUNTY, VA

*All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks.

*All extension cables shall be 3 wire SJ cord or other approved type and not more than 10 ft long. One of the wires with green colored insulation is to be used as a ground. The cable must be large enough for the load and have a grounded male plug.

*Flexible cords and cables less than #14 Gauge wire shall not be permitted.

*Plug in strips shall be mounted not less than 2 Ft, 6 inches above the floor and shall be securely fastened.

*The use of lamp cord cue taps or similar devices is not permitted.

***All late charges for electrical service will be collected prior to installation. All complaints about charges or installations must be reconciled before or during show dates.

Please print the following information:

Contact: _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Authorized Signature _____

_____ Check enclosed (make check payable to Sheraton Premiere)

Should you desire to pay by credit card, please advise your Catering/Convention Service Manager so that they may send you a secure web link for your credit card information. For security purposes, we are unable to accept credit card information via fax or e-mail.