# SHERATON INNER HARBOR HOTEL
# EXHIBITOR REQUEST FORM

**SHOW DATES: _____**

**EXHIBITOR NAME and COMPANY**: _____

**ON-SITE CONTACT (if different from exhibitor):**

_____

**ADDRESS:** _____

**PHONE #:** _____

**E-MAIL:** _____

**EXHIBIT BOOTH POWER**: (1) **5 Amp Power Drop:** *Includes (1)AC Cable and (1) Power Strip*

| | | |
|---|---|---|
| Advance Fee: | $64 per day | Quantity ___ |
| On-site Fee: | $95 per day | |

**HIGH SPEED INTERNET CONNECTION:**

| | | |
|---|---|---|
| Basic WIFI Exhibit Advance Fee: | $170 per event | Quantity ___ |
| Basic WIFI Exhibit On-site Fee: | $270 per event | |
| Wired Internet Exhibit Advance: | $610 per event | Quantity ___ |
| Wired Internet Exhibit On-site: | $815 per event | |

**OTHER AUDIO VISUAL NEEDS:** *(Please list and we will provide pricing)*

| | | |
|---|---|---|
| 55" Monitor on Dual Post Stand: | $765 per day | Quantity ___ |
| 43" Monitor on Dual Post or Table Stand: | $475 per day | Quantity ___ |
| 24" Monitor on Table Stand: | $225 per day | Quantity ___ |

Other equipment: _____

**Audiovisual services are provided by Presentation Services**

**Charges listed above are subject to a taxable 25% Service Charge and 6% State Sales Tax**

Payment would be required in advance by credit card if equipment needs to be ordered in for the request. A credit card guarantee is required for other orders. **Please call to provide this information.**

Please send completed form filled out clearly by fax or email

Director of Event Technology: Scott Menard
E-Fax number: 855.871.1783
Email: smenard@psav.com
Please call with any questions at 410.385.1302

**All requests must be received no later than THREE WEEKS PRIOR to ensure proper time for handling of requests. Although we will do our best to accommodate all requests made after this date, some requests may not be possible therefore we cannot guarantee the availability of the product or service.**