

Sheraton Framingham Hotel & Conference Center Exhibitor Service Request Form



Name of Event: _____ Date of Event: _____
 Exhibitor Name: _____ Today's Date: _____
 Exhibitor Mailing Address: _____
 Exhibitor Phone Number: _____ E-Mail Address: _____

1a.) Power Requests						
Item Description	Daily Rate	Quantity	# Days			Total
Single Outlet with Power Strip	\$ 40.00	x		=	\$	-
Power Drop - 20 amp = 6 Outlets	\$ 100.00	x		=	\$	-
Power Drop - 120 Volt, 100 amp Power	\$ 460.00	x		=	\$	-
Three Phase Power Drop - 208 Volts, 20 amps, Single Phase	\$ 265.00	x		=	\$	-
Telephone Line	\$ 100.00	x		=	\$	-
					Power Total:	\$ -

*If you have specific power questions please reach out to Dobil at 508-270-1935.

1b.) Internet Requests						
Item Description	Per Person Price	Quantity	# Days			Total
Wireless or Hardwire Internet Connection	\$ 125.00	x		=	\$	-
					Internet Total:	\$ -

	Section 1 Total:	\$ -
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Packages: Inbound & Outbound Shipping
All boxes being shipped to the hotel should be labeled as follows:
 Sheraton Framingham Hotel & Conference Center, 1657 Worcester Road, Framingham, MA, 01701
 Name of Event / Date of Event / Exhibitor Name / Box # (1 of 3, 2 of 3, etc.)

2a.) Inbound Package Handling Fees						
I will be shipping: # _____	Boxes Inbound	<small>(skip to section 'C' if you are not shipping boxes)</small>			Quantity	Total
	Package Weight	Pricing				
	0-5 pounds	\$ 5.00	Each	x		-
	6-20 pounds	\$ 10.00	Each	x		-
	21-50 pounds	\$ 15.00	Each	x		-
	51+ pounds	\$ 20.00	Each	x		-
	Crates	\$ 35.00	Each	x		-
	Displaus	\$ 45.00	Each	x		-
	Pallets	\$ 85.00	Each	x		-
					Total Inbound:	

2b.) Outbound Package Handling Fees						
I will be shipping: # _____	Boxes Outbound	<small>(skip to section '3' if you are not shipping boxes)</small>			Quantity	Total
	Description	Pricing				
	All outbound packages	\$ 10.00	Each	x		-
	International Packages	\$ 20.00	Each	x		-
	Pallets	\$ 50.00	Each	x		-
					Total Outbound:	

	Section 2 Total:	
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	Sub Total:	\$ -
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3.) Instructions

All vendors are required to unload via the Loading Dock located in the rear of the hotel.
 The loading dock is 47" high. Please bring proper equipment for unloading.
 Please initial the 3 lines below

I agree that the packages will be shipped to the hotel no earlier than 3 business days prior to the event start date. _____

I agree to properly label my packages and schedule a pick up after the event concludes. _____

I agree to use the Loading Dock the loading dock *only* for loading and unloading. _____

Payment: Payment for above charges will be collected by the hotel in the form of check or credit card.

Exact name as shown on a credit card _____ Credit Card Number _____

Signature _____ Expiration Date _____