

**SHERATON CHICAGO HOTEL & TOWERS - EXHIBITORS - TELECOMMUNICATIONS FORM**

SHOW NAME: \_\_\_\_\_

DEADLINE DATE: **TWO WEEKS PRIOR TO SHOW** EVENT DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ M T W T H F S A S URETURN TO: SHERATON CHICAGO HOTEL & TOWERS - 301 E.NORTH WATER STREET - CHICAGO, IL, 60611  
Attn: TELECOMMUNICATION DEPARTMENT - PHONE: 312 329-6971 - FAX: 312 329-6869

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

AUTHORIZED PERSON &amp; SIGNATURE: \_\_\_\_\_

**Please call us if you have any special needs. Sheraton Chicago Hotel & Towers is the exclusive INTERNET/TELECOMMUNICATIONS provider to your show. ORDER FORM MUST BE RECEIVED BY DEADLINE DATE.**

**TELEPHONE SERVICE INFORMATION**

SERVICES	QTY	COST	TOTAL COST
ANALOG PHONE LINE WITH PHONE UNIT		\$200.00	\$
ANALOG MODEM LINE FOR COMPUTER, FAX OR CREDIT CARD MACHINE		\$200.00	\$
HIGH SPEED INTERNET ACCESS PER COMPUTER <small>IMPORTANT NOTE BELOW, PLEASE READ</small>		\$200.00	\$
TAX: (STATE-7.0%, CITY-5.0%. STATE INFRAS-0.5%, CITY INFRAS-2.0%)		14.50%	\$
<b>INSTALLATION TOTAL</b>			\$
<b>LOCAL AND LONG DISTANCE CHARGES</b>			<small>\$ To be Applied after the Show</small>

Exhibitors must supply computer(s) and pre-configured, pre-installed NIC(s) [Network Interface Card(s)] to be compatible with T3 service. Each computer must have a NIC card. Service and equipment are only reserved after the actual order has been received and confirmation number assigned. Not responsible for conditions which are beyond Sheraton Chicago Hotel's control. "NAT", Internet Connection Sharing, DHCP, or other connection sharing devices (Wireless devices INCLUDED) may interfere with the hotel network and therefore NOT ALLOWED. This is strictly enforced and maybe disconnected from network if used.

**FORM OF PAYMENT - CREDIT CARD ONLY**

NOTE: ALL LONG DISTANCE AND LOCAL CALL CHARGES WILL BE APPLIED TO CREDIT CARD

 Master Card    American Express    Discover    Visa

Account Number: \_\_\_\_\_ Name on Credit Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_ Removal Date: \_\_\_\_\_ Time: \_\_\_\_\_

**IMPORTANT: CONFIRMATION NUMBER**

Fax this completed form back to (312) 329-6869 to have a confirmation number assigned to your order. All claims at the show must have a valid confirmation number in order to be considered. Your form will be faxed back to you with a confirmation number within 2 business days. Bring a copy of the CONFIRMED form to the show for verification. If you do not receive a confirmation after 2 business days, please call (312) 329-6971. Thank You.

**RULES AND REGULATIONS:** \* Dial "9" for outside line (analog only). \* Obstructions blocking utility access are subject to relocation. \* Price subject to change without notice. \* Claims will not be considered unless filed prior to close of show. \* All material & equipment furnished for service orders remain property of the Sheraton Chicago Hotel & Towers. \* Credit will not be given for telephone / internet installed and not used.