



**Sheraton  
Gateway Suites**  
CHICAGO O'HARE AIRPORT

**CONVENTION & EXHIBIT SERVICE  
ELECTRIC / PHONE / INTERNET SERVICE ORDER FORM**

*We request that Electrical Service Forms be returned within 14 days prior to event*

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Booth # If Available: \_\_\_\_\_  
 Exhibitor Name / Meeting Room: \_\_\_\_\_

Quantity	Item	Regular Price	Same Day Order	Subtotal
	Extension Cord with Powerstrip	\$30.00	\$40.00	\$
	20 Amp Circuit	\$110.00	\$120.00	\$
	100 Amp 208 Volt Single Phase	\$800.00	\$1,200.00	\$
	100 Amp 208 Volt Three Phase	\$875.00	\$1,312.50	\$
	200 Amp 208 Volt Single Phase	\$900.00	\$1350.00	\$
	200 Amp 208 Volt Three Phase	\$975.00	\$1462.50	\$
	Banner Hanging	\$20.00	\$20.00	\$
	Phone Line	\$95.00	\$95.00	\$
	Internet: 1 <sup>st</sup> Connection	\$150.00	\$150.00	\$
	Internet: 2 <sup>nd</sup> Connection - Wired	\$100.00	\$100.00	\$
	Internet: 2 <sup>nd</sup> Connection - Wireless	\$9.95	\$9.95	\$
	Miscellaneous Charges:			\$
	Explanation:			
	Labor Charges:			\$
<b>GRAND TOTAL:</b>				\$

**LABOR FEES**

Electricians: Regular Time Mon.-Fri: 7:00am-3:30pm @ \$90.00 per hour  
 Engineers: Regular Time Mon.-Fri.: 7:00am-3:30pm @ \$80.00 per hour  
 Overtime: Mon.-Fri. 3:30pm-7:00am, and Saturday until 3:30pm @ time-and-a-half (4 hour call minimum)  
 Double-time: Saturday after 3:30pm until 7:00am on Monday @ double-time (4 hour call minimum)

**METHOD OF PAYMENT**

Please Check One

Check Enclosed       Credit Card Information       Room Number (Onsite Only) \_\_\_\_\_

**Credit Card Authorization-** I hereby authorize Sheraton Gateway Suites O'Hare to use the credit card as indicated below.

Exact Name on Card: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 Billing Address on Credit Card Account: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPECIAL NOTE:** Rosemont Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code and approved by the Sheraton Gateway Suites O'Hare Engineering department. All equipment must be UL listed. All splices must be installed in a metal enclosure to prevent emission of sparks.

**IN ADDITION:** Any additional material supplied by the Hotel will be charged to the guest. Special request for additional electrical services can be made through our Engineering department.

**6501 North Mannheim Road Rosemont, IL 60018 Phone (847) 699-6300 Fax: (847) 699-0617**