

SHERATON INDIANAPOLIS ENGINEERING SERVICES RENTAL FORM

FUNCTION DATE _____ **GROUP NAME** _____
FUNCTION LOCATION _____ **BOOTH #** _____ (Separate forms for each location)
CLIENT CONTACT _____ **PH. NO.** _____ **EXT.** _____
SHERATON CONTACT _____ **EXT.** _____



SET-UP
DATE
TIME

BREAK-DOWN
DATE
TIME

***LABOR CHARGES INCLUDED FOR SET-UPS MONDAY - FRIDAY 8AM - 5PM. AFTER THESE HOURS LABOR CHARGES APPLY.**

ELECTRICAL

120 VOLT/SINGLE PHASE SERVICES:	# OF DAYS	ADVANCE ORDER	QUANTITY NEEDED	FLOOR ORDER	QUANTITY NEEDED	TOTAL PRICE
5 AMPS (0 - 500 watts)		\$25.00		\$40.00		\$0.00
10 AMPS (500 - 1000 watts)		\$40.00		\$55.00		\$0.00
20 AMP SEPARATE CIRCUIT (1000 - 2000 watts)		\$50.00		\$75.00		\$0.00
30 AMP SEPARATE CIRCUIT (2000 - 3000 watts)		\$75.00		\$100.00		\$0.00
100 AMP SEPARATE CIRCUIT (3000 watts and above)		\$150.00		\$175.00		\$0.00
208 VOLT/SINGLE PHASE SERVICES:						
20 AMPS EACH		\$75.00		\$125.00		\$0.00
30 AMPS EACH		\$100.00		\$150.00		\$0.00
100 AMPS EACH		\$150.00		\$200.00		\$0.00
60 AMP SPIDER BOX		\$175.00		\$225.00		\$0.00
AFTER-HOURS LABOR CHARGE (PER HOUR)	---	\$40.00		-----		\$0.00

ADDITIONAL SERVICES & EQUIPMENT

SERVICES AVAILABLE:	ADVANCE ORDER	QUANTITY NEEDED	FLOOR ORDER	QUANTITY NEEDED	TOTAL PRICE
BANNERS (less than 8ft)	\$30.00		\$50.00		\$0.00
BANNERS (8ft and larger)	\$50.00		\$75.00		\$0.00
SECURITY LOCKS - PER CORE CHARGE (4 keys included)	\$45.00		\$60.00		\$0.00
EXTRA KEYS	\$5.00		\$8.00		\$0.00
IN HOUSE VIDEO for guestrooms TV's in DVD or VCR format	\$150.00		\$200.00		\$0.00
25' SCISSOR LIFT	\$175.00		\$350.00		\$0.00
LADDER FEE (6' up to 12')	\$75.00		\$150.00		\$0.00
LABOR RATE (for any services not listed - 1 hr minimum)	\$35.00		\$45.00		\$0.00
EQUIPMENT AVAILABLE:					
TAPE (Roll)	\$10.00		\$15.00		\$0.00
EXTENSION CORDS - MEDIUM DUTY	\$10.00		\$15.00		\$0.00
POWER STRIP	\$15.00		\$20.00		\$0.00

PAYMENT INFORMATION

TOTAL ORDER \$0.00 **TOTAL CHARGE \$0.00**

☐ CHECK ENCLOSED

☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER

Card# _____ Exp. Date _____
 Name as it appears on card: _____ Signature: _____

☐ BILL TO MASTER ACCT # _____ (Account must be set up with Hotel Accounting) Signature: _____
☐ BILL TO GUESTROOM # _____ Signature: _____

Please fax your order to (317) 574-6780 (for payment security reasons). The order must be received **5 business days** before the opening date of the exhibit to ensure timely installation. Orders received outside this time frame are considered "Floor Orders". Please note that all Electrical is charged on a "per day" basis. Prices are subject to change without notice prior to authorization signature.