



**Sheraton  
Grand**  
CHICAGO

## Exhibitor Telecommunications Form

### EXHIBIT SHOW INFORMATION

Show Name	
Show Dates	
Order Due Date	<b>TWO WEEKS PRIOR TO SHOW LOAD IN</b>

*Completed form must be emailed to [humphrey.granger@sheraton.com](mailto:humphrey.granger@sheraton.com) at least 2-weeks before show load in. Upon emailing the completed form, you will receive an email from Reservation Connection, our secure credit card authorization form. The form must be completed with the credit card information you wish to be charged for the services at least 2-weeks before show load in.*

### EXHIBITOR INFORMATION

Group/Organization		
Booth Number		
On Site Contact		Phone:
Contact E-Mail		

PHONE SERVICES	COST		QTY	TOTAL
Analog Phone Line with Phone Unit	\$200.00	Each		
Analog Modem Line for Fax or CC	\$200.00	Each		
<b>14.5% Taxes:</b> (State Tax: 6.5%, City Tax: 7.5%, State Infrast.: 0.5%)				
<b>Local &amp; Long Distance Charges:</b> (to be applied after the show)				
<b>PHONE SERVICE TOTAL:</b>				

INTERNET SERVICES	COST		QUANTITY	TOTAL
WiFi Internet Access – 1 <sup>st</sup> Computer	\$700.00	Per Computer		
WiFi Internet Access – 2 <sup>nd</sup> + Computers	\$250.00	Per Computer		
Wired Internet Access – 1 <sup>st</sup> Computer	\$700.00	Per Computer		
Wired Internet Access – 2 <sup>nd</sup> + Computers	\$250.00	Per Computer		
<b>INTERNET SERVICE TOTAL:</b>				
<i>NOTE: For Wifi Access, one password per booth will be provided at the time of show move-in.</i>				
<i>"NAT", Internet Connection Sharing, DHCP, or other connection sharing devices (Wireless Routers INCLUDED) may interfere with the hotel network &amp; therefore NOT ALLOWED. If discovered, the hotel reserves the right to disconnect the exhibitor without notice.</i>				

TOTAL TELECOM CHARGES	TOTAL
<b>PHONE SERVICE TOTAL:</b>	
<b>INTERNET SERVICE TOTAL:</b>	
<b>OVERALL TOTAL</b>	

### MANDATORY AUTHORIZATION

X		
Authorized Signature	Exhibiting Company Name	On Site Contact Phone #
Print Name	Date	

Please call directly if you have any special needs.  
The Sheraton Grand Chicago is the exclusive provider of Internet/Telecom needs for your show.

*Last edited: December 9, 2016*