



**ELECTRICAL
SUPPORT
SERVICES
PROGRAM**

CONVENTION SERVICES

EXHIBIT BOOTH / TRADE SHOW ELECTRICAL SET-UP FORM

Electrical Connection and Set-Up Fee **\$30.00**
Mandatory Flat Fee on All Electrical Services

Power Strip \$10.00 each Quantity _____ \$ _____

Ethernet Cable \$15.00 line Quantity _____ \$ _____

TOTAL \$ _____

IN HOUSE CONTACT NAME: _____

SET- UP INSTRUCTION

LOCATION: _____

INSTALLATION DATE & TIME: _____

REMOVAL DATE & TIME: _____

Function / Exhibit Name: _____ **Booth Number** _____

Billing Information:

Cardholder Name: _____

Card Number: _____ **Exp Date:** _____

Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Signature: _____

Return to: Alexis Georgiana ageorgiana@sheratonokc.com (405-815-6065)