



**Sheraton
Oklahoma City**
HOTEL



**ELECTRICAL
SUPPORT
SERVICES
PROGRAM**

CONVENTION SERVICES

EXHIBIT BOOTH / TRADE SHOW ELECTRICAL SET-UP FORM

Electrical Connection and Set-Up Fee
Mandatory Flat Fee on All Electrical Services

\$30.00

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: Leah McIntyre
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