
 555 S. McDowell St. Charlotte, NC 28204 704.372.9610	<b>Exhibitor Service Request Form</b>		 <b>SHERATON</b> Charlotte Hotel 555 S. McDowell St. Charlotte, NC 28204 704.372.4100
	<b>Group Name:</b>	Pearl Meeting 2025	
	<b>Date of Request:</b>		
	<b>Vendor:</b>		
	<b>Booth Number:</b>		

**Email Completed form no later than Wednesday, March 19<sup>th</sup>, 2025 to: [elong@lemeridiensheratoncharlotte.com](mailto:elong@lemeridiensheratoncharlotte.com)**

SHOW NAME:	BOOTH NUMBER:
COMPANY NAME:	PHONE NUMBER:
STREET ADDRESS:	FAX NUMBER:
CITY, STATE, ZIP:	E-MAIL ADDRESS:
CONTACT PRIOR TO ARRIVAL:	ON SITE CONTACT:

*Prices include 25% service charge & 7.25% tax. Please contact the email listed above to inquire about additional services.*

<b>Power</b>			# Days (Incl Set-Up Day)	Total
Date to be Installed: _____ Date to be Removed: _____	# Needed	Daily Price		
120 Volts/15 AMP Connection with Extension Cord and Furman Power Block (6 Plugs)		\$80.00		

<b>Shipping/Receiving</b>	Price	Quantity	# Days	Total
Box Handling charges are a one-time fee, except storage for items delivered more than 72 hours in advance				
Small Box Delivery + 72 hour Storage (up to 50lbs)	\$6.70			
Large Box Delivery + 72 hour Storage (51-100lbs)	\$20.11			
Pallet or Large Crate + 72 hour Storage (up to 100+lbs)	\$335.16			
Items delivered more than 72 hours prior to event ( <i>daily fee</i> )	\$134.06			
<b>***Please Provide Tracking Numbers to the Email Listed Above***</b>				

<b>Miscellaneous</b>	# Needed	Daily Price	# Days (Incl Set-Up Day)	Total
Date to be Installed: _____ Date to be Removed: _____				
55" LCD Monitor w/ Rolling Stand & HDMI Cord		\$850.00		
Hard Wired Internet (Wi-Fi Available Complimentary)		\$200.00		
Easel		\$35.00		

<b>These charges must be paid 3 days prior to event</b>	<b>Grand Total</b>
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**Billing Information**

Type of Card: \_\_\_\_\_ Debit \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ American Express \_\_\_\_\_ Discovery

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name on Card: \_\_\_\_\_

Receipt Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_