

<div> <div>Sheraton Virginia Beach Oceanfront Hotel</div> <div>Exhibitor AV Order Form</div> </div>					Trade Show Name
					PSV Spring Meeting 2024
2024					
Exhibitor Company Name & Address		Order Contact Name, Email, & Phone		On-site Contact Name & Phone	Setup Date/ Time
Quantity	Monitors	Cost per Day	Quantity	AV Equipment	Cost per Day
	32" Monitor	\$210.00		Flipchart Package <i>(includes stand, pad and four markers)</i>	\$82.00
	42" Monitor	\$420.00		4' x 6' Whiteboard with Easel	\$100.00
	50" - 59" Monitor	\$615.00		Décor Drape Per Panel	\$155.00
				Laptop	\$255.00
Quantity	Power Charges	Cost per Day	Quantity	Telephone Charges	Cost per Day
	Electricity (includes: Setup, Power Strip & Ext. cord)	\$46.00		House Phone <i>(Dials &amp; Receives within the Hotel Only)</i>	\$35.00
				Direct Inward Dial (DID) Per Line Per Day <i>(calls are additional)</i>	\$100.00
For additional requirements, please contact the hotel.				Polycom Conference Phone Package	\$150.00
23% Service Charge and Virginia State Tax will be Applied to all Orders					
Quantity	Package Handling Fees	Cost	Please Address Incoming Packages as Follows:		
	Boxes, Packages 0-20 lbs (each)	Complimentary	HOLD FOR: Mr./Mrs. Contact Name and Exhibitor Company Name (if applicable)		
	Boxes, Packages 20-50 lbs (each)	\$25.00	Meeting Name and Start Date		
	Boxes, Packages 50 - 200 lbs (each)	\$50.00	The Sheraton Virginia Beach Oceanfront Hotel		
For questions, please contact Karen Baker at 757-905-6217			3501 Atlantic Avenue, Virginia Beach, VA 23451		
<b>Shipping Instructions:</b> <ol style="list-style-type: none"> <li>Ship packages to arrive no earlier than five days prior to setup. The hotel as limited space and boxes that arrive earlier will not be accepted.</li> <li>All outgoing boxes must be packed, sealed, and labeled by exhibitor. We do not accept Pallets. If a Pallet is delivered, and not removed by the Exhibitor there will be a <u>\$500.00</u> fee added to the Client's bill.</li> <li>Guests can ship out by taking packages to the front desk by 6:00 p.m. on teardown day (Monday-Friday); weekend shipments will be stored until Monday. Guest will need to provide credit card or UPS/FedEx account for all shipping charges. Guest will also need to schedule a pickup with UPS/FedEx prior to bringing the box to the Front Desk.</li> <li>If you are shipping an item that requires special handling and/or is heavier than (200) pounds, please contact your conference services manager at least one week in advance. The hotel does not assume responsibility for handling or setup of such items unless special arrangements have been made.</li> </ol>					