



Sheraton Bloomington

H O T E L
MINNEAPOLIS SOUTH

7800 Normandale Boulevard
Minneapolis, Minnesota 55439

Please complete this Credit Card Authorization form and fax it back to the secured number below.
For your protection this number goes directly to our accounting office.

952-896-5397

Please do not send this form back electronically as it is in violation of the Global Information Policy 3.2.1.
PCI Date Security Standard 4.2 states "Never send unencrypted credit card numbers via e-mail"

For questions please call 952 893-8499

Customer Name:

Exhibitor Name _____

Address _____

City/State/Zip _____

Contact _____

Phone _____

Fax _____

Booth Number _____

Exhibit Set Up Date _____ Time _____

Exhibit Tear Down Date _____ Time _____

Name Of Event _____

Credit Card No. _____

Exp ___/___

Auth Signature _____

Electrical Services:

15 amp = 1 household outlet
15 amp = 1875 watts

120 Volt Line Up To 15 Amp

Single Phase 208 Volt 30 Amp Or Less

Single Phase 208 Volt More Than 30 Amp

3-Phase 50 Amp Or Less

3-Phase More Than 50 Amp

Spotlights

Extension Cords

Qty	Price	Subtotal X	# Of Days	=Total
_____	X	\$45.00	_____ X _____	= _____
_____	X	\$120.00	_____ X _____	= _____
_____	X	\$150.00	_____ X _____	= _____
_____	X	\$170.00	_____ X _____	= _____
_____	X	\$425.00	_____ X _____	= _____
_____	X	\$ 25.00	_____ X _____	= _____
_____	X	\$20.00	_____ X _____	= _____
Subtotal				= _____
Tax 7.275%				= _____
Total Electrical				= _____

Audio Visual Services:

All Items Below Are Subject To A 20.5% Service Charge

13" TV/VCR Combo Unit

27" TV Package (Monitor, VHS, Cart W/Drape)

21" Computer Monitor

42" Computer Monitor

46" Flat Screen Computer Monitor

Projection Cart W/Drape

High Speed Internet

Phone Hookup (Local Only)

Phone Hookup (L.D. Phone Calls Extra, Credit Card Req.)

Speaker Phone

Telephone (Non Speaker)

_____	X	95.00	_____ X _____	= _____
_____	X	200.00	_____ X _____	= _____
_____	X	175.00	_____ X _____	= _____
_____	X	300.00	_____ X _____	= _____
_____	X	395.00	_____ X _____	= _____
_____	X	30.00	_____ X _____	= _____
_____	X	250.00	_____ X _____	= _____
_____	X	75.00	One Time Fee	= _____
_____	X	90.00	One Time Fee	= _____
_____	X	90.00	_____ X _____	= _____
_____	X	25.00	_____ X _____	= _____
Subtotal				= _____
Tax 7.275%				= _____
Total AV				= _____

- Ø All electrical must be paid by credit card or check **in advance of show**. For new onsite orders, payments can be made to the engineer on duty on the show floor
- Ø The hotel is not responsible for damage to equipment due to power surge or interruption. Surge protection is strongly recommended.
- Ø If payment is not received prior to set up date, the request will be subject to a \$50.00 same day set up fee in addition to electrical/av charges.
- Ø Hotel electrical service is limited.
- Ø Special electrical hookups available upon request at a minimum of \$30.00 per hour.
- Ø All other hookups, air, and plumbing at \$30.00 per hour, plus parts.
- Ø Labor charge at \$30.00 per hour, per man. (1 hour minimum)
- Ø There is a charge for extension cords and power strips. Please inquire if you would like to rent any from us.
- Ø Prices are subject to change.
- Ø **If A Long Distance Phone Line Is Ordered, The Party Will Be Responsible For All Long Distance Phone Charges In Addition To The One Time Fee Of \$90.00. A Credit Card Will Be Required. No Exceptions.**

Revised: 6/15/09

HOTEL USE ONLY/ CHECKED Date: _____ AV: _____ ENGINEER: _____ PBX: _____