

Sheraton Red Deer Hotel
 3310 – 50th Avenue, Red Deer, AB T4N 3X9
 Tel: 403-755-1150 | Fax: 403-346-4790



Sheraton[®]
 RED DEER HOTEL

Event Information

Event Name:			Method of Payment: <i>(please select applicable option)</i>		
Event Date(s):			___ Client Master <i>(include client contact info for confirmation)</i>		
Supplier Company:			___ Visa ___ MC ___ Amex ___ Cheque		
Supplier Contact:			Credit Card #:		
Supplier Address:			Expiry Date:		
City:	Province:	Postal Code:	Print Cardholder Name:		
Supplier Phone:		Supplier Fax:	Cardholder Signature:		

Electrical (includes cost of electricity only)	Quantity	Advance Booking	Walk-In Rate	Days Required	Total (qty x rate x days)
15 Amp Single Phase – 120 Volt <i>(standard Outlet)</i>		\$40	\$50		
20 Amp Single Phase – 120 Volt Outlet		\$50	\$60		
50 Amp Single Phase – 208 Volt		\$175	\$250		
8/15 Amp Single Phase Circuits <i>(50 Amp Breakout Panel)</i>		\$250	\$350		
200 Amp Three Phase – 208 Volt		\$500	\$700		

Cabling	Quantity	Advance Booking	Walk-In Rate	Days Required	Total (qty x rate x days)
19-pin (6 channel) Lighting Soca (includes U-ground or Stagepin fanouts)		\$45	\$60		
37-pin (12 channel) Audio Soca (includes XLR fanouts)		\$60	\$75		
VGA Over CAT5 with Distribution Amp		\$75	\$90		

Rentals	Quantity	Advance Booking	Walk-In Rate	Days Required	Total (qty x rate x days)
Fork Lift Hourly includes Operator		\$150	\$250		
Fork Lift Day Rate includes Operator		\$400	\$600		
Electrical Package – AC Cable & 12Amp Power Bar		\$15	\$20		

Connections	Quantity	Advance Booking	Walk-In Rate	Days Required	Total (qty x rate x days)
House P.A. System Patch (per room)		\$75	\$90		
CAT 5e Network Patch (per connection)		\$75	\$90		

Services	Quantity	Advance Booking	Walk-In Rate	Days Required	Total (qty x rate x days)
Sign/Banner Hanging with hooks (per sign/banner)		\$75	\$85		

Oversight	Advance Booking	Walk-In Rate	Estimated Hours of Set Up & Dismantle	Total (qty x rate x days)
Setup/Dismantle Oversight (per hour)	\$75	\$85		

Additional Comments:

Subtotal: _____

5% GST: _____

Total Order: _____

Willson Audio Visual is the official supplier of audio visual products and services to the Sheraton Red Deer Hotel and may be contacted directly at:

Office: 403-340-0240 | Cell: 403-598-5371 | Fax: 403-346-7524 | jamie@willsonav.com

SCREENS

4' Tripod Portable Screen	45
6' Tripod Portable Screen	45
8' Tripod Portable Screen	55

PROJECTORS

LCD Projector 3000 Lumen	195
Overhead Projector	35
Slide Projector	35

COMPUTERS

Laptop with Office 2010	100
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TV MONITORS / MONITORS

37" LCD TV with Stand	100
37" LCD TV (with VCR or DVD)	125
Desktop with 17" Monitor	60
19" LCD Monitor	30
22" LCD Monitor	40

VHS/DVD/CD/TAPE DECKS

VHS Player/Recorder	40
S-VHS Player/Recorder	50
DVD Player	30
VCR/DVD	35
Single CD Player	25
5 Disc Multi Changer	30
Dual Cassette Player	25
Portable CD/Tape Player	30

MICROPHONES / SOUND SYSTEM

Wireless Hand Held	75
Wireless Lapel	75
Wireless Headset	75
Mic Stand Table or Floor	10
Small 2 Speaker PA	275
Large 4 Speaker (Special Event Center)	450

POWER

AC Power Drop	15
Skirted AV Cart with Power	35
Extension Cords	7.50
Powers Bars	7.50

ACCESSORIES

Large White Board - 4' x 6'	55
Small White Board	40
Flipchart with Paper	35
Poster Easel	15
Powered Audio/Visual Cart	35
Wireless Presenter Mouse	30
Laser Pointer	20

TECHNICAL STAFF

Onsite Technical Staff (6 am – 6 pm Mon to Fri)	75 per hour
After Hours (6 pm – 6 am) minimum 1 hour	90 per hour

SERVICES AVAILABLE

Forklift Loading / Unloading	30 per pallet
Labor - Loading / Unloading	25 per hour
Material Handling & Storage	10 Small 20 Medium 30 Large

RISERS (STAGING)

Risers - 4 x 8 x 18" Skirted	30 each
Risers - 4 x 8 x 32" Skirted	60 each

SALE ITEMS

Sign Hooks	2.25 dozen
Double Sided Tape	12 roll
Black Duct Tape	12 roll
Music Stand	10

DRAPING

3 ft. – Green, Blue, Silver, Red	5 each
8 ft. – Green, Blue, Silver, Red, Black	7.50 each
12 ft. – Blue, Black	10 each

FURNITURE & ACCESSORIES

Love Seats (Wrought Iron/Oak) (4)	100 each
Side Chairs	60 each
Coffee Tables (2 large, 2 small)	45 each
End Tables (4)	30 each

TABLES

8' Skirted Clothed Table	40 each
6' Skirted Clothed Table	30 each
4' Skirted Clothed Table	20 each
Tall Cocktail Tables	30 each

CHAIRS

Padded Chair	10 each
Deluxe Leather Office Chairs	35 each
Stool with Back	20 each

GREENERY DISPLAY

3 ft. Tropical Plant (6)	20 each
5-6 ft. Silk Trees (20)	40 each

MISCELLANEOUS ITEMS

Wastebasket	5 each
Coat Rack with 40 Hangers	25 each
Chrome Stanchion (12)	25 each
Bar Rental Empty	60 per day
42" High 8' Long Table	On Request

Please contact sales@sheratonreddeer.com or 403-755-1150 to order tradeshow equipment.

Exhibitor Shipping Information

Sheraton Red Deer
Shipping & Receiving Department
Phone: 587.876.0770
Email: shipping@sheratonreddeer.com
Monday-Friday 8:00am-4:30pm

Please note that the hotel cannot accept C.O.D. Shipments, Deliveries or Duty Charges.

Receiving Items:

To facilitate the efficient handling of all items received by the Sheraton Red Deer in conjunction with your hotel stay, please ensure all cartons and envelopes are addressed as follows:

Sheraton Red Deer / Shipping & Receiving
3310-50th Avenue
Red Deer, Alberta T4N 3X9
Attention: (Recipient's Name/Company)
Reference: (Name of Event & Start Date of Event)
Booth #: (If applicable) **Room Name:** (Name of Event Space)
Catering Consultant Name: (Sheraton Catering Contact Name)
Customs Broker: (Name of Custom Broker if applicable)

Please contact Sheraton Red Deer Shipping & Receiving at 587.876.0770 or via email at shipping@sheratonreddeer.com to inform us of any delivery/pickup.

Shipping Items:

To facilitate the efficient handling of all items shipped out of the hotel please ensure the following steps have been taken:

- Client notifies the Courier Company of their choice of the total number of items, time of pickup and location. Our Shipping & Receiving Office is open Monday-Friday from 8:00am-4:30pm. Holiday hours are subject to change.
- All items are clearly labeled with a Forwarding Address
- All items are clearly labeled with a Client Return Address and Account Number
- Ensure that all waybills and needed paper work are attached for a quick and easy return. If we are returning more than 1 item; we require return address labels for all items (i.e. booths or boxes) that are being returned. All items going to the USA need commercial invoices

Forklift:

A Forklift with Operator is available for unloading / loading pallets at the following rates: Regular Size Pallet: \$50.00/per Over Size Pallet or Equipment: \$100.00/per

Please contact Sheraton Red Deer Shipping & Receiving at 587.876.0770 or via email at shipping@sheratonreddeer.com prior to delivery/pickup to make Forklift arrangements.

Storage:

Storage Space is limited; any shipments received more than 3 business days prior to your arrival or maintained more than 3 business days following will be subject to storage charges of \$50.00 per week. The Hotel is not responsible for the return of items; all arrangements must be made by the client before their departure with their preferred courier. Failure to make return shipping arrangements will result in additional shipping and handling fees.