

## ELECTRICAL / TELEPHONE / INTERNET SERVICE ORDER FORM

Payment along with this service order should be sent to:

**SHERATON GREENSBORO HOTEL AT FOUR SEASONS/  
JOSEPH S. KOURY CONVENTION CENTER**

3121 High Point Road  
Greensboro, North Carolina 27407  
ATTN: ACCOUNTING  
Fax: (336) 292-9530

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Authorized By: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

	DESCRIPTION	UNIT PRICE	QUANTITY	TOTAL
<b>ELECTRICAL*</b>				
	120 Volt Outlet (1 connection)	\$48.04* / each		
	120 Volt Outlet (with use of powerstrip)	\$117.43* / each		
	208 Single Phase 30 Amp	\$117.43* / each		
	208 Three Phase 60 Amp	\$437.68* / each		
	**Additional electrical service used above ordered amount will result in additional charges as outlined to be paid prior to event closing.** <b>Electrical Service Note:</b> If service above does not meet your specifications, list your full requirements on a separate sheet and submit with this form. Additional fees will apply and be quoted upon receipt.			
<b>TELEPHONE</b>				
	Unrestricted House Phone – Access Fee (9 plus number dialed)	\$64.05* / per line		
<b>INTERNET</b>				
	High Speed Wired Internet Access <b>Email address to have Wired Internet access code sent to:</b> _____ *complimentary wireless for registered hotel guests	\$266.88* / per line, per day		
<b>TOTAL AMOUNT DUE</b>				<b>\$</b>

\*NC State Sales Tax of 6.75% is applicable and has been added to the prices show above.

**PAYMENT:** Payment must be included with this order form. Payment may be made by cash, check or credit card. **Note: A credit card guarantee is required for ALL telephone service.**

Amount Due: \_\_\_\_\_ Payment Method: ☐ Cash ☐ Check ☐ Credit Card

Credit Card Type \_\_\_\_\_ Number \_\_\_\_\_ Exp \_\_\_\_\_ Security Code \_\_\_\_\_

**Order and pre-payment for requested service must be received 14 business days prior to show date in order to guarantee services.**

Do you need a receipt emailed/faxed to you? Please provide email address/fax \_\_\_\_\_