

**Le Meridien  
Hotel**

555 S. McDowell St.  
Charlotte, NC 28204  
704.372.9610

**Exhibitor Service Request Form**

**Group: NPE and HHQ Outcomes & Doc. Conference**

**Date of Request:** \_\_\_\_\_

**Vendor:** \_\_\_\_\_

**Booth:** \_\_\_\_\_

**Sheraton Charlotte  
Hotel**

555 S. McDowell St.  
Charlotte, NC 28204  
704.372.4100

**Email Completed form by:**  
**mvannest@lemeridiensheratoncharlotte.com**

SHOW NAME: **NPE and HHQ Outcomes & Doc. Conference**

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CONTACT PRIOR TO ARRIVAL: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

ON SITE CONTACT: \_\_\_\_\_

**Prices include 25% service charge & 7.25% tax. Charges are a one-time fee for the duration of the event, unless otherwise noted.**

<b>Power</b>		<b># Needed</b>	<b>Regular Price</b>	<b>Day of Event Price</b>	<b>Total</b>
Date to be installed: _____ Date to be removed: _____					
120 Volts Outlet 15 AMP with Extension Cord and Power Strip			\$100.55	\$167.58	
120 Volts (208 Volts) single phase 60 AMP			\$241.31	\$268.13	
208 Volts 3 phase 60 AMP			\$335.16	\$361.97	
Spider Box			\$536.25	\$656.91	

<b>Shipping/Receiving</b>	<b>Regular Price</b>	<b>Quantity</b>	<b># of Days</b>	<b>Total</b>
Small Box Delivery + 72-hour Storage (up to 50lbs)	\$6.70 per box			
Large Box Delivery + 72-hour Storage (51-100lbs)	\$20.11 per box			
Pallet or large crate (pallet or boxes up to 100+lbs)	\$335.16 per item			
<b>Items delivered more than 72 hours prior to event (daily fee)</b>	\$134.06 per day			
<b>***Please Provide All Tracking Numbers to the Email Listed Above***</b>				

<b>Miscellaneous</b>		<b># Needed</b>	<b>Regular Price</b>	<b>Day of Event Price</b>	<b>Total</b>
Date to be installed: _____					
Date to be removed: _____					
<b>**Location of Line**</b> _____					
55" LCD Monitor w/ Rolling Stand & HDMI Cord			\$670.31	\$938.44	
Hard Wired Internet			\$167.58	\$268.13	
Easels			\$67.03	\$134.06	
Flipchart Package with Markers			\$100.55	\$147.47	

**These charges must be paid 3 days prior to the event.**

**Grand Total:** \_\_\_\_\_

**Billing Information**

Type of Card: \_\_\_\_\_

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

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

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

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