



SHERATON
New York Times Square Hotel

Electrical Services Order Form

Sheraton New York Times Square Hotel
Meeting & Event Management
811 Seventh Avenue
New York, NY 10019

Original order form and payment in U.S. Dollars must be postmarked 15 Days prior to installation date noted below.
If you would like to pay via credit card, please email this form to your Event Manager. If you do not receive a secured credit card link within 10 business days, please contact your Event Manager.

Show/Meeting Name:		Show /Meeting Date(s):		
Install Date & Time:		Removal Date & Time:		
Company Name:		Booth No. and /or Meeting Room:		
Address:		City	State	Zip
Telephone/Fax:	Email:	On Site Contact:		

Standard rates are inclusive of labor.
A late charge will apply to all orders received within 10 days prior to installation date.

QUAD BOX AND POWER STRIP PRICING, IS BASED UPON THE AMOUNT OF AMPS NEEDED. SEE PRICES BELOW FOR 115 VOLTS / SINGLE PHASE.

Outlets Item	Number Needed	Standard Rate	Late Charge	On-Site Charge	Cost	
115 Volts Single Phase						
20 Amps		\$140.00	\$175.00	\$200.00		
25 Amps		\$160.00	\$190.00	\$225.00		
30 Amps		\$180.00	\$200.00	\$250.00		
40 Amps		\$200.00	\$225.00	\$275.00		
50 Amps		\$250.00	\$250.00	\$295.00		
208 Volts Single Phase						
20 Amps		\$300.00	\$320.00	\$375.00		
25 Amps		\$325.00	\$365.00	\$400.00		
30 Amps		\$350.00	\$365.00	\$425.00		
40 Amps		\$375.00	\$375.00	\$450.00		
50 Amps		\$400.00	\$395.00	\$500.00		
208 Volts Three Phase						
20 Amps		\$300.00	\$350.00	\$400.00		
25 Amps		\$340.00	\$390.00	\$440.00		
30 Amps		\$370.00	\$410.00	\$475.00		
40 Amps		\$420.00	\$445.00	\$495.00		
50 Amps		\$450.00	\$485.00	\$510.00		
Special Items		Number Needed	Standard Rate	Late Charge	On-Site Charge	Cost
Heavy Voltage / Three Phase						
100 Amps			\$700.00	\$840.00	\$1,000.00	
200 Amps			\$1,000.00	\$1,200.00	\$1,440.00	
400 Amps			\$2,000.00	\$2,400.00	\$2,880.00	
Track Lights/Spot Lighting/ Light Extensions		Number Needed	Standard Rate	Late Charge	Late Charge	Cost
115 V / 750 W / 20 A			\$85.00	\$120.00	\$160.00	
115 V / 1000 W / 20 A			\$100.00	\$135.00	\$175.00	
115 V / 1500 W / 20 A			\$110.00	\$145.00	\$185.00	

SPECIAL NOTICE!!

New York City Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF NEW YORK

- * All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- * All metal raceways, Metal lighting fixtures, metal housings or electrically powered equipment shall be grounded.
- * All extension cables shall be 3-wire SJ cord or other approved type and not more than 20 ft. long. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- * Flexible cords and cables less than No. 14-gauge wire shall not be permitted.

IF MAILING FORM, PLEASE MAIL TO:
SHERATON NEW YORK TIMES SQUARE HOTEL
Attn: Event Management
811 Seventh Avenue / 4th Floor
New York, NY 10019

PAYMENT POLICY-FORM MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED

Customers paying by check must also supply valid credit card number. Payment of balances not prepaid or covered by company check will be billed directly to credit card number given above. By your signature you acknowledge and agree to these terms and authorize the Sheraton to bill your credit card. Personal or foreign checks and wire transfers not accepted.

MAKE COMPANY CHECKS PAYABLE TO:
SHERATON NEW YORK TIMES SQUARE HOTEL

PURCHASE ORDERS NOT ACCEPTED FOR PAYMENT.

PLEASE INCLUDE TAX ON ALL ORDERS

Saturdays, Sundays & Holidays (Premium Rate) there will be an additional \$150.00 charge for on-site orders.

Sub Total (Electrical Chgs)	
Premium Rate	
Sub Total	
25% Service Charge (taxable)	
8.875% Sales Tax	
Grand Total	

07/2021

SHERATON NEW YORK HOTEL
Electrical and Cable Services Request Form

Service Order Information

1. **Payment and credit card information for service must accompany service request or order will not be processed.**
2. Date payment is received shall determine actual payment due.
3. Incomplete information regarding hook-up or power requirement will delay processing, as all pre-orders will be completed first.
4. Room or booth number (s) must be identified in the appropriate field on the front of this form.
5. Third party billing is not allowed.
6. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee of 25% of the total amount ordered.
7. Claims will not be considered unless filed prior to close of meeting and/or exposition at SNY Event Services Office. Non -receipt of service must be reported to SNY Event Services prior to close of the day for verification and consideration.
8. Unpaid balances are subject to past due penalties.

Important Rules and Regulations

1. No one other than SNY electricians can make any electrical connections or install/remove cable or fixtures.
2. Unless otherwise noted, all material and equipment furnished by the SNY for services shall remain the property of the SNY and shall be removed only by the SNY at the closing.
3. Permanent building utility outlets are the property of SNY and plugging into these outlets is strictly prohibited.
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in any part of the SNY is prohibited.
5. All cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, SNY installers are authorized to cut floor coverings to permit installation of services.
9. For voltage fluctuations or power failure the SNY is not responsible for temporary conditions.
10. All electrical service connections (110 V) include 4 female outlets.

Voltage Requirements

Alternating current only. (Current available, single phase 60 cycle approximately 115 Volts, single phase 60 cycle approximately 208 Volts, 3 phase 60 cycle approximately 220 Volts.) Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

Liability and Insurance

The SHERATON NEW YORK TIMES SQUARE HOTEL will not be responsible for any injury, loss or damage that may occur to the guest/exhibitor, the guest/exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit/meeting contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage. Exhibitors who wish to carry insurance on their exhibits must place it at their own expense. All terms, conditions, rules, regulations and pricing are non-negotiable.

I have read, understood and I agree to all of the above,

Name: _____
(Please Print)

Signature: _____

Date: _____