



SHERATON
New York Times Square Hotel

2021 Telephone & Internet Services

ORDER INFORMATION

- Order form must be received by hotel a minimum of 14 business days prior to event
- Installation date and time cannot be guaranteed on all orders placed within 48 hours of installation date.
- Attached form must be completed with all information to be accepted
- Once form is completed and submitted, a credit card link will be sent for completion 7 days prior to the group arrival to the hotel.

BILLING

- Orders cancelled with less than 48 hours' notice will incur a 50% cancellation fee.
- No refunds on installed lines

LABOR

- Premium Labor Rates at \$150 per hour apply for installations occurring on weekends, holidays and weekdays before 7AM and after 5PM.
- Re-location of line request will be charged at the labor rate of \$150 per hour, minimum one (1) hour in addition to line charge. That is to say, once your lines are installed, and you wish to change their location, this labor rate applies to re-locate your lines

ADDITIONAL INFORMATION

- 3rd Party lines are ordered through a 3rd Party Vendor, i.e. Verizon (212) 877-1271.
- Digital Speaker Telephones are required for multi conference call, speed dialing and other special program features.
- In the event of loss or damage to equipment, a replacement cost of \$125 for single line set, \$275.00 for standard speaker set.
- Local and Long Distance Charges will apply



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Show/Meeting Name:			Show/Meeting Date(s):		
Installation Date & Time:			Removal Date & Time:		
Company Name:			Booth No./ Meeting Room:		
Address:			City	State	Zip
Telephone:	Email:		On Site Contact:		
Type of Service		Amounted Requested	Regular Price	On-Site Ordered	Total
DID Telephone Line			\$190.00	\$220.00	\$
Telephone (Instrument)			\$40.00	\$90.00	\$
Speaker Telephone (Instrument)			\$115.00	\$165.00	\$
Digital Multiline (Instrument)			\$300.00	\$325.00	\$
Broadband Internet Access; Hardwire Line			\$750.00	\$1000.00	\$
Additional Broadband Internet Lines (after first); Hardwire Line			\$175.00	\$250.00	\$
High Speed Wireless Internet; Up to 5 Users			\$250.00	\$300.00	\$
High Speed Wireless Internet; Up to 50 Users			\$750.00	\$800.00	\$
High Speed Wireless Internet; Up to 100 Users			\$1200.00	\$1250.00	\$
High Speed Wireless Internet; Above 100 Users			CALL FOR QUOTE	CALL FOR QUOTE	
Polycom Conference phones are available through PSAV. Please call (212) 841-6451 to order.					
Additional Labor rate of \$150 per hour for installations during weekdays before 7am and after 5pm and holidays. Additional Labor rate of \$150 per hour for relocation requests once installation has been completed.			Subtotal		\$
			25% Service Charge (taxable)		\$
			8.875% NY Tax		\$
			Total		\$

EMAIL THIS COMPLETED FORM TO YOUR EVENT MANAGER