



Sheraton Indianapolis City Centre Hotel

MATERIAL HANDLING/SHIPPING & RECEIVING

Please email completed form to Catering Manager

terriemitchell@remingtonhotels.com

Questions please call (317)-236-2515

- Exhibitors are responsible for all arrangements and expenses associated with the shipping of materials, merchandise, exhibits or any other items **to** and **from** the hotel.
- **The hotel must be notified in advance of any consignments shipped to the hotel.**
- Due to limited storage at the hotel, packages should be delivered within three (3) days of the show. If packages should arrive sooner than (3) business days to event, a daily storage fees may be imposed.
- Shipping and receiving hours are Monday-Friday from 7:00am until 6:00pm.

Handling/Shipping & Receiving Charges:

- Note: All incoming and outgoing charges will be applied to the credit card on file.
- Please notify the Event Manager estimated number of Boxes to be shipped to hotel for Inbound and outbound

<u>Type</u>	<u>Size</u>	<u>Cost (per box)</u>
Boxes	Small/ Flat	\$5.00
Boxes	Medium	\$8.00
Boxes	Large	\$15.00
Boxes	Oversized	\$50.00
Crate/Pallet /Equipment of any Type	All	\$150.00
Delivery of amenities to Guest Rooms	All	\$3.00

- Estimated number of packages shipped to hotel (**inbound**) _____
- Estimated number of packages shipped from hotel (**outbound**) _____
- Each piece must be labeled with the below information. See example below
- All outbound packages must be sealed and labeled before contacting the shipping company.
- Sheraton Indianapolis City Centre will not be responsible for outbound packages fees or contacting the shipping company for pick up.
- The hotel will store properly sealed and labeled materials up to 2 days after event. If items are left more 2 days a storage fee could apply, a daily storage fees may be imposed.

Packages should be labeled as follows:

Sheraton Indianapolis City Centre
Attention: Terrie Mitchell, Catering Manager
c/o Onsite Contact Name (telephone#), Conference Name & Dates
of boxes 1 of
31 West Ohio Street
Indianapolis, IN 46204

**Prices are subject to hotel service charge and applicable sales tax, subject to change*
Currently: 7% tax and 26% service charge*

MATERIAL HANDLING/SHIPPING OUTBOUND

- All outbound packages must be sealed and labeled before contacting the shipping company. **It is the responsibility of the Exhibitor to call for pickup of all packages being shipped out.**
- Sheraton Indianapolis City Centre will not be responsible for outbound package fees or contacting the shipping company for pick up.
- The Hotel will store properly sealed and labeled materials up to 2 days after event. If items are left more than 2 days, a daily storage fees may be imposed.

Internet Rates (Price is per day)

Hotel does provide basic complimentary Wi-Fi up to 3MBS in public space all convention space. Faster speeds are available for additional charge. Questions, please contact broush@avms.com or (317) 235-2000 ext. 2647

- **ADV. = Advance** orders received (10) business days prior to first day of exhibitor set up, when accompanied by full payment by e-credit card.
- **STD. = Standard** pricing on orders received (5) business day of the first day of exhibitor set up. Orders must be accompanied by full payment by e-credit card

	ADV	STD
Wired Internet Connection:	\$200.00 _____	\$275.00_____

ELECTRICAL SERVICES

- **ADV. = Advance** orders received (10) business days prior to first day of exhibitor set up, when accompanied by full payment by e-credit card.
- **STD. = Standard** pricing on orders received (5) business day of the first day of exhibitor set up. Orders must be accompanied by full payment by e-credit card

<u>CIRCUIT</u> # Rqt	<u>110 VOLT</u>		<u>208 VOLT</u>		<u>3 PHASE</u>		<u>Total</u>
	<u>ADV \$</u>	<u>STD \$</u>	<u>ADV \$</u>	<u>STD \$</u>	<u>ADV \$</u>	<u>STD \$</u>	
___ 20 AMP	\$ 50.00	\$ 75.00	\$ 75.00	\$100.00	\$100.00	\$125.00	\$ _____
___ 30 AMP	\$ 60.00	\$ 85.00	\$ 95.00	\$120.00	\$125.00	\$150.00	\$ _____
___ 40 AMP	\$ 70.00	\$ 95.00	\$115.00	\$140.00	\$150.00	\$175.00	\$ _____
___ 50 AMP	\$ 95.00	\$120.00	\$165.00	\$190.00	\$225.00	\$250.00	\$ _____
___ 100 AMP	\$150.00	\$175.00	\$275.00	\$300.00	\$375.00	\$400.00	\$ _____
___ 200 AMP	\$275.00	\$300.00	\$375.00	\$400.00	\$525.00	\$550.00	\$ _____
___ 25' Extension Cord (additional)	\$ 25.00	\$ 40.00					\$ _____

Additional Pricing:

- **Electricians:** \$70/hour with 1 hour minimum on labor. If any equipment installation is required, hardwiring will be billed for Electrician time.
- **Straight Time:** Monday – Friday 8AM-4:30PM
- **Double Time:** After 4:30PM daily and all day Saturday, Sunday & Holidays.
- Power service charges include connection by a “house electrician” and rental of extension cords.
- Charges for additional receptacles will be quoted on request. No discount for power service requests where receptacles are not needed.
- Rates are subject to change without notice. All electrical orders must comply with the following rules and regulations.

**Prices are subject to hotel service charge and applicable sales tax, subject to change*
Currently: 7% tax and 26% service charge*

ELECTRICAL RULES AND REGULATIONS
SHERATON HOTEL CITY CENTRE INDIANAPOLIS

- Hotel assumes no liability for damage to equipment caused by power fluctuation beyond control of the Hotel.
 - Each order includes delivery to your booth space, use throughout event, & complete set up and removal.
- 1) All electrical connections, installation, assemblies, motors or any electrical operating gear must conform to federal, state and local electrical and fire codes.
 - 2) All equipment regardless of source of power must comply with all safety codes.
 - 3) Exhibitors shall be prohibited from overloading circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a "house electrician" has checked equipment for source of problem and corrected malfunction.
 - 4) Under no circumstances shall anyone other than the "house electrician" make electrical connections.
 - 5) Exhibitors shall be prohibited from using equipment not properly protected by some type of overload circuit breaking device. Such device to be a part of the equipment or may be installed as part of the initial installation. When approved by the "house electrician" normal circuit protection will be adequate.
 - 6) Use of open clip sockets, latex or lamp cord wires in displays, duplex or triplex attachment plugs are prohibited.
 - 7) Sheraton Hotel City Centre- Indianapolis reserves the right to check and inspect any and all electrical connections, equipment and facilities, which any customer uses in the hotel, "House electricians" may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be disconnected.
 - 8) Claims will not be considered unless filed by client prior to departure.
 - 9) Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house electrician" however, all service connections and overload protection such equipment must be made by "house electrician" only.
 - 10) All equipment must be tagged and wired with the complete information as to type of current, voltage, phase, cycle, horsepower, etc.
 - 11) All material and equipment furnished by the hotel for this service order shall remain the Hotel's property and shall be removed only by the hotel at the conclusion of the function.
 - 12) Wall, column and permanent building utility outlets are not a part of exhibit space and are not to be used by exhibitor unless specified otherwise.
 - 13) Electrical power for lights and displays will be turned on one hour prior to show opening and off at show closing.
 - 14) All exhibitor's cords must be of the three wire grounded type. All exposed non-current carrying metal parts of fixed equipment that are liable to be energized shall be grounded.
 - 15) Credit will not be given for outlets installed and not used.

CREDIT CARD BILLING AUTHORIZATION

EVENT/CONFERENCE

Name:	
Dates:	

Summary of Estimated Charges	
Internet	
Material & Handling	
Electric	
Other	
Total to be Charged	

Orders must be accompanied by full payment by E-Credit Card

Note: An E-Credit Card Authorization form will be sent via separate email from MarriottSales.EventManagement@marriott.com. Please complete the Credit Card Authorization form via the secured link provided.