

SHERATON INNER HARBOR HOTEL EXHIBITOR REQUEST FORM

Association of State Uniform Crime Reporting Programs (ASUCRP)
Conference
April 24-25, 2012
Baltimore, Maryland

EXHIBITOR NAME: _____
BOOTH #: _____
ON-SITE CONTACT: _____
ADDRESS: _____
PHONE #: _____ FAX #: _____
E-MAIL: _____

ELECTRICITY – Up to 5 Amps of Power to Booth *(Please inform us if over 5 amps will be used)*
Charge: \$50.00 per day ___ Yes ___ No

TELEPHONE LINE (Local/Long Distance): _____ Yes _____ No
Charge: \$50.00 per day, plus a one-time installation fee of \$75.00

HIGH SPEED INTERNET CONNECTION: _____ Yes _____ No
Charge: \$325.00 per day usage fee plus a one-time installation fee of \$75.00

OTHER AUDIO VISUAL NEEDS: *(Please list and we will provide pricing)* _____

Charges listed above are subject to a taxable 22% Service Charge and 6% State Sales Tax

SHIPPING/RECEIVING CHARGES: _____ # of boxes

Charge:

0-5 pounds	\$5.00 per box
6-20 pounds	\$10.00 per box
21-50 pounds	\$15.00 per box
51 pounds and over	\$25.00 per box
Crates:	TBD (must contact hotel for pricing and delivery)
Pallets	\$75.00 (must contact hotel to arrange delivery)

Charges apply in and out of hotel and apply to all delivery venues.

Please ship to arrive no earlier than Thursday, April 19; 2 DAYS PRIOR to the event. Any shipments received prior to Thursday, April 19; 2 DAYS PRIOR to the event will be returned at the senders cost.

HOTEL CONTACT: Megan Dougherty, Director of Catering and Convention Services
megan.dougherty@sheraton.com
Phone (410) 347-1859 Fax (410) 347-1853

All requests must be received no later than WEDNESDAY, APRIL 4, to ensure proper time for handling of requests, installation of phone lines and internet and receiving of shipments. Although we will do our best to accommodate all requests made after WEDNESDAY, APRIL 4, some requests may not be possible therefore we cannot guarantee the availability of the product or service.