



Telephone/Internet Services Order Form

Sheraton New York Hotel & Towers
Convention Services Department
811 Seventh Avenue
New York, NY 10019
Tel: (212) 841-6557 Fax: (212) 489-9511

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 fax this form to 212-489-9511. If you do not receive a secured credit card link within 10 business days, please contact the hotel at (212) 841-6557.

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	No. Ordered	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	\$
ISDN Line (Installation only. Usage charge to be billed after event ends.)		\$500.00	\$600.00	\$
Broadband Internet Access (wireless available in some places throughout hotel at same cost)		\$750.00	\$1,000.00	\$
Additional Internet Lines After the First is Ordered		\$175.00	\$320.00	\$
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.			Line Movement	\$
			Subtotal	\$
			22% Service Charge (taxable)	\$
			8.875% NY Tax	\$
			Total	\$

Important Notice

- If you wish to have your line/circuit installed on weekends and holidays (Premium Rate), \$150 labor rate applies to the above charges.
- 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 line.
- Local and Long Distance Charges – Credit Card information must be provided in order to process form
- Local and long distance usage charges per line will be billed separately to the credit card of your choice as completed above. All telephone calls are charged at the AT&T operator dialed business day rate plus 35%. A local call is \$1.25 and 800/888/877/855/866 call is \$1.00. In addition, \$0.10 per minute after 60 minutes on local, 800/888, calling card, credit card, collect, third party calls and calls made through other common carriers (950/10XXX).
- In the event of loss or damage to equipment, a replacement cost of \$125 for single line set, \$275.00 for standard speaker set.
- Installation date and time cannot be guaranteed on all orders placed within 48hrs of installation date.

SPECIAL INSTRUCTIONS

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

SNY USE ONLY

Received By: _____ C.C. Authorization _____ CK# _____ Invoice # _____