

<b>Le Meridien Hotel</b>  555 S. McDowell St. Charlotte, NC 28204 704.372.9610	<b>Exhibitor Service Request Form</b>  <b>Group:</b> _____ <b>MBCEA &amp; MBMA 2025</b> <b>Date of Request:</b> _____ <b>Vendor:</b> _____ <b>Booth:</b> _____  <b>Email Completed form by Monday, April 21<sup>st</sup>, 2025, to:</b> <b>elong@lemeridiensheratoncharlotte.com</b>	<b>Sheraton Charlotte Hotel</b>  555 S. McDowell St. Charlotte, NC 28204 704.372.4100
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SHOW NAME: _____	BOOTH NUMBER: _____
COMPANY NAME: _____	PHONE NUMBER: _____
STREET ADDRESS: _____	FAX NUMBER: _____
CITY, STATE, ZIP: _____	E-MAIL ADDRESS: _____
CONTACT PRIOR TO ARRIVAL: _____	ON SITE CONTACT: _____

**Prices include 25% service charge & 7.25% tax. Charges are a one-time fee for the duration of the event, unless otherwise noted.**

<b>Power</b>	# Needed	Regular Price	Day of Event Price	Total
Date to be installed: _____ Date to be removed: _____				
120 Volts Outlet 15 AMP with Extension Cord and Power Strip		\$100.55	\$167.58	
120 Volts (208 Volts) single phase 60 AMP		\$241.31	\$268.13	
208 Volts 3 phase 60 AMP		\$335.16	\$361.97	
Spider Box		\$536.25	\$656.91	

<b>Shipping/Receiving</b>	Regular Price	Quantity	# of Days	Total
Small Box Delivery + 72-hour Storage (up to 50lbs)	\$6.70 per box			
Large Box Delivery + 72-hour Storage (51-100lbs)	\$20.11 per box			
Pallet or large crate (pallet or boxes up to 100+lbs)	\$335.16 per item			
<b>Items delivered more than 72 hours prior to event (daily fee)</b>	\$134.06 per day			

\*\*\*Please Provide All Tracking Numbers to the Email Listed Above\*\*\*

<b>Miscellaneous</b>	# Needed	Regular Price	Day of Event Price	Total
Date to be installed: _____				
Date to be removed: _____				
<b>**Location of Line**</b> _____				
55" LCD Monitor w/ Rolling Stand & HDMI Cord		\$670.31	\$938.44	
Hard Wired Internet		\$167.58	\$268.13	
Easels		\$67.03	\$134.06	
Flipchart Package with Markers		\$100.55	\$147.47	

**These charges must be paid 3 days prior to the event.**

**Grand Total:** \_\_\_\_\_

**Billing Information**

Type of Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name on Card: \_\_\_\_\_

Receipt Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_