

Sheraton Philadelphia Downtown

Exhibitor Information Sheet

Before Arrival:

- Please complete attached Incoming/Outgoing Shipment form
- Email to rashona.gaines@aimbridge.com
- If paying by card, a credit card authorization form will be sent upon receipt
- Option to charge to guestroom is available, guestroom reservation must match to name on form
- For shipping confirmation please email Brian Westberry brian.westberry@aimbridge.com

How to label box:

- Please tape Incoming Package Label Sheet to boxes, clearly labeled

Electricity/AV Items/WIFI:

- See Attached EventNow Exhibitor Kit through Encore
- All payments will be done directly on the website through Encore

Once Onsite:

- Packages will be delivered to booth on the day of setup
- Please save boxes if they are being used to ship items outgoing

Outgoing Packages:

- Please arrange for your packages to be picked up via carrier of your choice
- Close and clearly label boxes with shipping labels and leave at booth, unless otherwise noted
- Shipping department will collect all outgoing boxes
- Please keep tracking numbers as we are not able to manage them once in transit

SHERATON PHILADELPHIA DOWNTOWN

**201 N. 17th Street
Philadelphia, PA 19103
(215) 448-2000**

INCOMING PACKAGES LABEL

TODAY'S DATE: _____

GUEST NAME: _____

CONFERENCE NAME:

CARE OF: Dao La

COMPANY/EXHIBITOR NAME:

SHOW DATES:

DELIVER TO (BALLROOM NAME):

NUMBER OF BOXES:
(Ex. 1 of 2)

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****NOTE: WHILE SHERATON HOTEL WILL MAKE EVERY EFFORT TO SEE THAT YOUR PACKAGE IS
DELIVERED ON TIME, WE CANNOT BE RESPONSIBLE FOR DAMAGED OR LOST SHIPMENTS***

*****Earliest arrival is 1 week prior to event*****



SHERATON PHILADELPHIA DOWNTOWN
201 N 17TH
PHILADELPHIA PA, 19103
(215) 448-2000
INCOMING/OUTGOING SHIPMENTS/PACKAGES

DATE: _____

TIME: AS OF _____

GUEST NAME: _____

ROOM #: _____

PACKAGE #'s _____

GROUP NAME: _____

SHOW DATE: _____

BOOTH # OR NAME SPECIFIED _____

DELIVERED TO _____ BY _____

METHOD OF PAYMENT:

____ BILL TO GUEST ROOM (ID REQUIRED)

____ BILL TO CREDIT CARD

**A secure credit card authorization link will be sent be email*

Email Address: _____

<u>SIZE OF BOX</u>	<u>COST DELIVERY</u>	<u>PICKUP</u>	<u>STORAGE</u>	<u>X</u>	<u>#'S BOX</u>	<u>=</u>	<u>TOTAL</u>
ENVELOPE:	\$3.00	\$2.00	\$2.00	X	_____	=	_____
BOXES 1-25LBS	\$7.00	\$5.00	\$5.00	X	_____	=	_____
BOXES 26-50LBS	\$15.00	\$10.00	\$10.00	X	_____	=	_____
BOXES 51-75LBS	\$25.00	\$15.00	\$15.00	X	_____	=	_____
BOXES 75-100LBS	\$35.00	\$20.00	\$15.00	X	_____	=	_____
BOXES 100 +LBS	\$50.00	\$25.00	\$15.00	X	_____	=	_____
GOLFCLUBS/DISPLAYCASES	\$35.00	\$20.00	\$20.00	X	_____	=	_____
PALLETS ½ UNDER 36"	\$100.00	\$75.00	\$75.00	X	_____	=	_____
PALLETS FULL	\$150.00	\$100.00	\$100.00	X	_____	=	_____
CRATES UNDER 150LBS	\$100.00	\$75.00	\$75.00	X	_____	=	_____
CRATES OVER 150LBS	\$150.00	\$100.00	\$100.00	X	_____	=	_____

ALL ABOVE CHARGES DO NOT INCLUDE THE COST OF SHIPPING FEE'S FOR FEDEX UPS DHL ETC...

NUMBER OF BOXES: _____

NUMBER OF SKIDS: _____

HANDLING TOTAL: \$ _____

SIGNATURE OF CLIENT: _____ TIME & DATE _____

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At Encore, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

Encore Event Infrastructure Services follows industry standards such as OSHA, ANSI and ESTA. Accurate technical information for all event infrastructure items must be provided 21-days in advance to allow Encore the best possible opportunity to ensure your event's success.

Popular Packages

> Flip Chart Package	\$88
> Meeting Room Projector Pkg	\$765
> PC Audio Package	\$120
> Post-It Flip Chart Package	\$110
> Power Strip and Extension Package	\$53
> Projector Support Package	\$250

Small Meeting

> Conference Speaker Phone	\$215
> Laptop Computer	\$295

Audio

> Analog Mixer 12 - 23 Ch	\$230
> Analog Mixer up to 12 Ch	\$165
> Catchbox - Standard	\$445
> Digital Mixer 12 - 23 Ch	\$390
> Presidential Microphone	\$105
> Self-Powered Speaker 12"-15"	\$170
> Wireless Microphone	\$250

Shared Bandwidth

> Simple Wi-Fi Internet - Up to 3Mbps per User	\$21
> Simple Wi-Fi - Up to 3Mbps (<25/User)	\$21
> Simple Wi-Fi - Up to 3Mbps (26-50/User)	\$17
> Simple Wi-Fi - Up to 3Mbps (51-100/User)	\$14
> Simple Wired Internet Connection - Up to 3Mbps	\$210
> Superior Wi-Fi Internet - Up to 5Mbps per User	\$32
> Superior Wi-Fi - Up to 5Mbps (<25/User)	\$32
> Superior Wi-Fi - Up to 5Mbps (26-50/User)	\$26
> Superior Wi-Fi - Up to 5Mbps (51-100/User)	\$18

Video

> Folding Screen - Small (width <13')	\$520
> Folding Screen - Large (width >23')	\$1,810
> Folding Screen - Medium (width 14' - 22')	\$690
> Logitech MeetUp w/ Laptop	\$690
> Logitech Rally Plus w/ Laptop	\$1,140
> Meeting Owl w/ Laptop	\$690
> Monitor - 40"-49"	\$510
> Monitor - 50"-59"	\$700
> Monitor - 70"-79"	\$1,295
> Thor Maximus 4k FLY w/ Laptop	\$519

Scenic

> Decor Drape Per Panel	\$185
> sTILER Panel 2'x2' 20 Count Scenic Tile Kit	\$745

Lighting

> LED Accent Light Package	\$1,120
> LED General Purpose Light Package	\$1,470

Labor Rates

> Labor starting at	\$130/hr
> Dedicated In-Room Operator (General)	\$150/hr
> Dedicated In-Room Operator (Specialized)	\$175/hr

- > Superior Wired Internet Connection - Up to 5Mbps \$255

Dedicated Bandwidth

- > Basic (web/email) - 100 attendees - 10Mbps - \$2,810
Total Per Day Flat Rate (Up to 3 days)
- > Basic (web/email) - 200 attendees - 20Mbps - \$4,860
Total Per Day Flat Rate (Up to 3 days)
- > Basic (web/email) - 300 attendees - 30Mbps - \$6,175
Total Per Day Flat Rate (Up to 3 days)
- > Advanced (mobile apps/training) - 200 attendees - 40Mbps - Total Per Day Flat Rate (Up to 3 days) \$7,480
- > Advanced (mobile apps/training) - 300 attendees - 60Mbps - Total Per Day Flat Rate (Up to 3 days) \$10,545

Rigging

Start the process at <https://www.encoreglobal.com/rigging-portal/>

- > Rigging Point Package, Motorized \$279
- > Rigging Point Package, Non-Motorized \$90
- > Rigging Non and Motorized Hang Point \$70
- > Scissor Lifts(19'-26') \$405
- > Rigging Hoist <1 Ton \$160
- > Box Truss 12X12 - 10' \$59

Power Drop Single Phase

- > Venue Power Drop Single Phase 20 Amp \$150
- > Venue Power Drop Single Phase 60 Amp \$315
- > Venue Power Drop Single Phase 100 Amp \$405
- > Venue Power Drop Single Phase 200 Amp \$715

Power Drop Three Phase

- > Venue Power Drop Three Phase 60 Amp \$520
- > Venue Power Drop Three Phase 100 Amp \$890
- > Venue Power Drop Three Phase 200 Amp \$1,775
- > Venue Power Drop Three Phase 400 Amp \$3,540

Power Distribution Equipment

- > Distro's Small Frame 5A-30A \$165
- > Distro's Standard Frame 30A-80A \$270
- > Distro's Large Frame 100A-400A \$410

Pricing is in effect as of January 1, 2024 and is subject to change without notice. All Encore solutions may be subject to our property's standard service fee and all rates are subject to applicable sales tax. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation, and services charges that may apply. ©2024 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.

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201 North 17th Street, Philadelphia, PA 19103

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