

Sheraton Arlington Hotel  
1500 Convention Center Drive  
Arlington, TX 76011  
Phone: (817) 261-8200

## Exhibitor Services

### PACKAGE POLICY

Packages for your meeting may be received up to five (5) days prior to your function. They must be addressed to the attention of the attendee picking up the package, and include the name of your Hotel Convention Service Manager, Group Function, and the date of your meeting. Due to the limited storage space, we will not accept shipments any earlier than five (5) days prior to the function. Boxes left longer than 3 days after your function will incur a \$5.00 per day per box charge.

Recipient's Name  
Name of Conference  
C/O Sheraton Arlington Hotel  
1500 Convention Center Drive  
Arlington, TX 76011  
DATES OF MEETING

### BOX CHARGES

	0 to 20 boxes	21+ boxes (including the first 20 boxes)
0-50 Lbs.	\$2.50 per box	\$5.00 per box
51-100 Lbs.	\$5.00 per box	\$10.00 per box
101-200 Lbs.	\$15.00 per box	\$20.00 per box
201- & up Lbs.	\$20.00 per box	\$30.00 per box

### SERVICE ELEVATOR SPECIFICATIONS

80" Wide x 51" Deep x 7' high. Doors are 47" Wide. Weight Capacity: 2,500 Lbs.

### DOCK/DRAYAGE INFORMATION

Loading dock is standard truck height with **NO LIFT OR DOLLIES** available. Please be certain that if you are utilizing any type of freight line that they have a lift accessible truck with any special pallet jack or dollies needed as well as the appropriate manpower to handle off loading and deliver of your materials.

Due to the Sheraton Arlington having limited storage facilities along with no Shipping and Receiving Department any excess shipping or crating materials will have to be handled off site by the Drayage Company of your choice. We will be happy to assist you in this area with advance notice.

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### **DOBIL AUDIO VISUAL**

The Hotel has an onsite audio-visual company to help with all AV and power needs. Please contact Nick Sandberg, Director, to set up those details at [NSandberg@dobil.com](mailto:NSandberg@dobil.com) or 817.691.8871. Audio visual and power needs are exclusive of 23% service charge and 8.25% sales tax.

### **INTERNET**

Hardwire and wireless internet is available through the Hotel directly. Please have exhibitors with internet needs reach out to Kasey 817 548 2801.

**Hardwire Connections** - \$150 one-time fee per line

**Wi-Fi / 1-12 device connections** - \$50 one-time fee

Internet fees are exclusive of 23% service charge and 8.25% sales tax

# VENDOR AUDIO VISUAL REQUEST FORM

Sheraton Arlington Texas - 1500 Convention Center Dr., Arlington, TX 76011 - AV Phone: (817) 691-8871

Event Name: \_\_\_\_\_

Dates: \_\_\_\_\_

Company/Exhibitor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address/City/State/ZIP: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone : \_\_\_\_\_

SERVICE	CHARGE	QUANTITY & DATES	TOTAL
<b><u>Electrical Power Package:</u></b> Extension Cord, Power Strip with (6) Outlet Surge Protector, taped down to your location. <i>110 Volt Outlet/20 Amp</i>	<b>\$75.00 per day</b>	_____	_____
<b><u>32"-42" Display Package:</u></b> - 32"-42" LED HD TV on <b>Table Top</b> Stand. <i>Power and HDMI Included</i>	<b>\$350.00 per day</b>	_____	_____
<b><u>50"-65" Display Package:</u></b> - 50"-65" LED HD TV on <b>Rolling Pole</b> Stand. <i>Power and HDMI Included</i>	<b>\$450.00 per day</b>	_____	_____
<b><u>Dobil, Labs On-Site AV Production.</u></b> Please feel free to call 817-691-8871 to ask for a quote on audio visual equipment for presentation needs. You may also e-mail <a href="mailto:nsandberg@Dobil.com">nsandberg@Dobil.com</a>			
<b>SUBTOTAL</b>			
<b>25% SERVICE (On applicable items marked "+" only)</b>			
<b>SALES TAX – 8.25% – ALL CHARGES ARE TAXABLE, IF EXEMPT PLEASE SUBMIT FORM</b>			
<b>TOTAL CHARGES</b>			

Credit Card Type: MC VISA AX DISC \_\_\_\_\_ EXP: \_\_\_\_\_

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

Name as it appears on credit card: \_\_\_\_\_ DATE: \_\_\_\_\_

**Cancellation Policy:** In the event that you wish to cancel, the CS Manager or Director of AV must be informed three (3) days in advance to avoid charges. I have approved the above Special Services for my upcoming function and am aware of the charges that will be incurred with each service. I am also aware of the cancellation policy.

**Please e-mail forms to:** Nick Sandberg at [nsandberg@Dobil.com](mailto:nsandberg@Dobil.com) 817-691-8871

**Sheraton Arlington, Texas**  
 1500 Convention Center, Arlington, TX 76011

**Hotel Main Phone: (817)346-7023**