



SHERATON

Atlanta Hotel

Exhibitor Service Order Form

Group: **Catholic Theological Society of America (CTSA)**

Official Group Dates: **June 8-13, 2022**

Exhibitor Information: (PLEASE TYPE OR PRINT)

Contact Name:	
Company Name:	
Billing Address:	
City, State, Zip:	
Phone Number:	
Email:	
Booth Name/Number:	
Start Date:	
End Date:	

Box Delivery:

(BOXES CANNOT ARRIVE PRIOR TO 3 DAYS FROM THE START OF YOUR CONERENCE)

<i>First (3) Boxes delivered free</i>			
Quantity	Description	Amount	Total
	4-9 Boxes	\$4.00 per box	
	10+ Boxes	\$3.00 per box	

Boxes will be delivered to your designated booth

Boxes should be labeled as follows:
Name of Attendee/Company Name
c/o Jeffrey Lewis – Event Management
CTSA Conference
June 8-13, 2022
Box 1 of 20, 2 of 20, 3 of 20, etc.

Internet:

Quantity	Description	Amount	Total
	Simple Wi-Fi, up to 3Mbps	\$20 per person, per day	
	Simple Wi-Fi, up to 5 Mbps	\$30 per person, per day	

Power

Quantity	Description	Amount	Total
	Power Cord	\$25 each, per day	
	Power Strip	\$30 each, per day	
	Power Cord and Strip	\$40 each, per day	

Methods of Payment

****All groups must have credit card on file****

() **Wire Transfer:** *Wire Transfer must be received at least 72 hours prior to arrival*

() **Check Payment:** *Check payments must be received at least 14 days prior to arrival*

() **Credit Card:** *Secure credit card link will be sent by email to contact*

****Payment is due prior to arrival date****

Final Pricing:

- Final pricing will be provided by the hotel and will include labor totals if applicable.
- All pricing is subject to 25% taxable service charge, and 8.9% tax.
- Group will receive invoice once form has been successfully submitted

Please submit form directly to Jeffrey Lewis, Senior Event Manager, at jlewis@sheratonatl.com