



Hilton Minneapolis ELECTRICAL ORDER FORM

Today's Date: _____
 Function Name: **2008 AGO National Convention**
 Contact Person: _____
 Company: _____
 Address: _____
 Telephone / Fax: _____

Installation Date: _____
 Installation Time: _____
 Removal Date: _____
 Removal Time: _____
 Meeting Room: _____
 and/or Booth #: _____
 Hilton Contact: **Jessica Metcalf**

ELECTRICAL SERVICE PROVIDED TO THE BOOTH

Service	Type	Charge	Quantity	Charge
120v	20AMP	\$70.00	_____	_____
208v	20A - 100A 1 phase	\$110.00	_____	_____
208v	60A 3 phase	\$190.00	_____	_____
208v	100A 3 phase	\$320.00	_____	_____
208v	200A 3 phase	\$640.00	_____	_____
208v	400A 3 phase	\$1,200.00	_____	_____

Less than 24 hour notice, additional charge of \$50.00 will apply.

LIGHTS

1000w	Spotlight	\$45.00	_____	_____
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ADDITIONAL SERVICES

<u>Extension Cords</u>				
Single Extension Cord		\$10.00	_____	_____
6 Receptacle Surge Suppression (must order (1) 120v - 20A service)		\$20.00	_____	_____

<u>Banner Hanging Charges</u>	\$6.50 per linear foot (\$20 minimum)	_____ ft.	_____	_____
Total			_____	_____
Late fee, if applicable			_____	_____
7.15% Tax			_____	_____
Grand Total			_____	_____

Special Instructions _____

For special electric needs, contact PROPERTY OPERATIONS at 612-376-1000 extension 3102.

Customer Signature

Date

To request a receipt
 E-Mail Address _____ or
 Fax: _____ and
 Phone: _____

Please return by fax or mail to:
Fax: 612-397-4937
Attn: Event Services
Address: 1001 Marquette Avenue
Minneapolis, MN 55403

Method of Payment
 _____ Check _____
 _____ Credit Card _____ Expiration _____

Credit cards will be charged 7-10 days prior to function to verify approval for services requested.
 Please mail checks to address provided above.

Routing to: Finance Event Services Property Operations

1. All material and equipment furnished by the Hilton Minneapolis for this service order shall remain the property of the Hilton Minneapolis and shall be removed
2. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
3. Where no information is available on your electrical equipment, the electrical charge shall be computed at 100% of the main breaker or main fuse box.
4. Under no circumstances shall anyone other than "house electricians" make electrical connections. This includes plug-ins and under carpet wiring.
5. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
6. All equipment, regardless of source of power, must comply with all federal, state, and local safety codes.
7. All exhibitor's cord must be of the 3 wire, number 14, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
8. Claims will not be considered unless filed in writing by exhibitor prior to close of exposition.
9. Advance orders with payment must be received a minimum of five (5) working days prior to the first day of the show to qualify for advance order rates.
10. Credit will **NOT** be given for outlets or lights installed and not used.
11. Unauthorized use of power not paid for will result in a 50% surcharge.