Hilton
Minneapolis

# 2009 ELECTRICAL ORDER FORM

Todays Date: _____
Function Name: _____
Contact Person: _____
Company: _____
Address: _____
_____
Telephone / Fax: _____

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

***ELECTRICAL SERVICE PROVIDED TO THE BOOTH***

| Service | Type | Charge | Quantity | Charge |
|---|---|---|---|---|
| 120v | 20AMP | $75.00 | | |
| 208v | 20A - 100A 1 phase | $120.00 | | |
| 208v | 60A 3 phase | $200.00 | | |
| 208v | 100A 3 phase | $330.00 | | |
| 208v | 200A 3 phase | $650.00 | | |
| 208v | 400A 3 phase | $1,200.00 | | |

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

***LIGHTS***

| | | | | |
|---|---|---|---|---|
| 1000w | Spotlight | $45.00 | | |

***ADDITIONAL SERVICES***

| | | | | |
|---|---|---|---|---|
| Extension Cords | | | | |
| Single Extension Cord | | $15.00 | | |
| 6 Receptacle Surge Suppression (must order (1) 120v - 20A service) | | $25.00 | | |
| Banner Hanging Charges (***Sundry***) | | $6.50 | per linear foot ($20 minimum) | _____ ft. |

Total _____
Late fee, if applicable _____
7.78% 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: _____

Method of Payment

_____ Check _____
_____ Credit Card _____ Expiration _____
_____ Master Account _____

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
O or P:\FORMS\Electrical Form **Revised 05/19/2008**