



Hilton Washington
 1919 Connecticut Avenue NW
 Washington, DC 20009
 Telephone (202) 483-3000

ELECTRICAL & MECHANICAL SERVICE ORDER FORM
(Type or print clearly, all information)

Name of Show : _____

Show Dates: _____ Booth # or Room Name: _____

Company Name: _____

Company Address: _____

Company Phone: _____ Contact Name: _____

Special Notes:

1. All orders must be pre-paid and received by the Hilton Washington two weeks prior to show opening.
Any order received within two weeks of show set-up or on-site will be charged a \$75.00 late fee.
2. It is your responsibility to confirm receipt of order.
3. **NO VERBAL ORDERS ACCEPTED!**
4. For questions regarding Electrical service please call The Engineering Department at (202) 797-5802.
5. In order to serve you better, please attach any information, diagrams, etc. that will assist our staff.
6. If you are tax exempt in Washington, D.C. please enclose your tax exempt certificate number.
7. All wiring must meet local codes and ordinances.
8. If additional requirements are needed during setup, payment must be made upon completion of service.
9. The District of Columbia Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code. The Hotel will supply a qualified electrician to install and correct any minor infraction at stated labor cost.

RETAIN ONE COPY AND RETURN ALL OTHER COPIES WITH PAYMENT TO THE HILTON WASHINGTON, 1919 CONNECTICUT AVE., N.W. WASHINGTON, D.C. 20009 ATTENTION: CONTROLLER OR SEND VIA FAX TO 202-328-2077.

LIST REQUIREMENTS BELOW

Electrical Requirements:	Quantity	Total	Mechanical Requirements:	Quantity	Total
120 Volts 60 Cycle 20 AMPS \$120.00/each (Standard wall outlet)	_____	_____	Compressed Air (100PSI) Water & Drainage: \$290.00 per hook-up + labor	_____	_____
Lighting: 150 watt flood (installed on ceiling track) Exhibit Hall only \$50.00/each	_____	_____	Plumbing Labor Rates: \$60.00 Mon through Fri 8AM-4PM (1 hour min.)	_____	_____
208 Volt (single phase) 20 AMPS \$195.00 + labor	_____	_____	\$80.00 Overtime Rate (four hour min.)	_____	_____
208 Volt (three phase) 20 AMPS \$215.00 + labor	_____	_____	Bottled Gas Market Price + \$120.00 (handling charges)	_____	_____
208 Volt (single phase) 30 AMPS \$300.00 + labor	_____	_____	24 Hour Power \$120.00 per day	_____	_____
208 Volt (three phase) 30 AMPS \$390.00 + labor	_____	_____	Banners (\$6.00 per linear foot) Minimum order \$60.00	_____	_____
440 Volt (three phase) Requires special requirements *	_____	_____	Antenna Run \$240.00 Exhibitor must supply cable and antenna	_____	_____
Labor Rate: Weekdays 8AM-4PM (one hour minimum) \$60.00	_____	_____			
After 4PM Weekends & Holidays (four hour minimum) \$95.00/hour	_____	_____			
Additional Extension Cord Rental \$30.00/each	_____	_____			

Late Fee: _____
Subtotal: _____
5.75% Sales Tax _____
Total _____
Prepaid _____
Add'l Charges _____
GRAND TOTAL _____

ADDITIONAL REQUIREMENTS: _____

BILLING INFORMATION: By providing billing information and signing below, all charges as indicated are valid and authorized.

Credit Card # : _____ Exp. Date: _____

Name on card: _____

Authorized Signature _____