



ELECTRICAL SERVICE ORDER FORM

(Please print or type)

Submit to sagan.crown@hilton.com

One NorthSecond Street, Harrisburg, PA 17101

Phone (717) 233-6000

Name of Convention _____ Convention Dates _____

Company _____ Booth # _____

Address _____

City _____ State _____

Prder Authorized By _____ Phone No. (____) _____

Bill to Credit Card # _____ Expiration Date _____

Cardholder Name _____

(Credit card information must be provided to guarantee your order)

EXHIBITORS INFORMATION	LIST REQUIREMENTS BELOW	NO.	AMOUNT
IMPORTANT Please read the information below before completing this form.	1. STANDARD ELECTRIC SERVICE- (includes up to 10 amps 110 volts) \$30+tax MINIMUM ELECTRIC CHARGE	_____	\$ _____
A. ALL ELECTRICAL CHARGES EXCEPT SPECIAL REQUIREMENTS MUST BE PRE-PAID. There will be a minimum fee + 6% PA sales tax. Checks payable to THE HILTON HARRISBURG.	2. SPECIAL REQUIREMENT SERVICE (contractor installed) MINIMUM 2 HOUR LABOR, for installation & removal, PLUS: *\$1 per amp for 110 volt (if over 10 amps) *\$2 per amp for 208 volt, single phase *\$3 per amp for 208 volt, three phase *PLUS additional installation charges as required. Electricians are available at \$30/hour. All work done after 8PM, before 8AM & on Holidays is at Time and a Half rate.	_____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____
B. All charges for elec. services are PER DAY	3. Under national OSH Act we reserve the right to refuse connections of hazardous wiring and/or equipment	_____	\$ _____
C. Wall outlets are not part of booth space. If electric outlet is required, it must be ordered.	4. ALL PRICES SUBJECT TO 6% SALES TAX	_____	\$ _____
D. This order must be received by the Harrisburg Hilton no later than 15 days before date of set-up. Orders received after this date will be subject to a 10% Late Charge.			
E. Orders received at time of set-up will be charged a minimum of \$40 and installed when all early orders have been completed.			
F. All computer, direct lines or data line phones must be ordered through Convention Coordinator at (717) 233-6433. A 21 day advance notice is required.			
		Sub Total	\$ _____
		6% tax	\$ _____
		TOTAL	\$ _____

SERVICES REQUIRED

(List each item using electric & specify voltage, phase, amps or wattage & specific location of power drop)

Client Signature _____ Date _____