



Renaissance Cleveland Hotel
Electrical Order Form

24 Public Sq. Cleveland, Ohio 44113
216-696-5600
For Questions Call: 216-902-4047
FAX this form to: 216-902-4029

Basic Electrical Service Options - One Time Charge

Circuit Type	Qty. Req.	Price- Advance Order	Price- Within 72 hrs. of Load-In	Sub-Total
500 Watt Shared Service (Minimum Order)		\$75.00 \$100.21 w/ tax, service charge	\$85.00 \$113.57 w/ tax, svc. charge	
15 Amp Service - 1800 Watts		\$95.00 \$126.93 w/ tax, service charge	\$105.00 \$140.29 w/ tax, svc. charge	
20 Amp Service - 2400 Watts		\$125.00 \$167.02w/ tax, service charge	\$150.00 \$200.42 w/ tax, svc. charge	

Electrical Accessories - Per Day Charge

6 Outlet Power Strip		\$20.00 \$26.72 w/ tax, service charge	\$35.00 \$46.76 w/ tax, service charge	
16 ga. Extension Cord (500W Only)		\$15.00 \$20.04 w/ tax, service charge	\$20.00 \$26.72 w/ tax, service charge	
12 ga. Extension Cord (500W or More)		\$20.00 \$26.72 w/ tax, service charge	\$25.00 \$33.41 w/ tax, service charge	

Total - Circuits and Accessories _____

Customer and Event Information

Please Print All Information Clearly!

Show/Event Name _____

Street Address of Company or Organization _____

Show Load-In Day (DATE OF INSTALLATION) _____

City _____

Company/Organization Name _____

State/Province _____

Zip Code _____

Order Contact Name _____

Special Instructions _____

Order Contact Phone _____

Order Contact Fax _____

Credit Card Information

Type of Card: Visa _____ Master Card _____ American Express _____

Room Name/Booth Number _____

Card Number: _____

Name on Card: _____

Order Contact Email _____

Expiration Date: _____



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Terms and Conditions

Connection charges cover your pro-rated share of the cost of power distribution equipment, temporary lines, and bringing power lines to your booth. These charges also include maintenance during the show, removal after the show and electrical current consumed during **show hours**. Please note that these charges do not cover wiring **within** your booth. All circuits (outlets) will be brought to the **back** of your booth space.

Helpful Hints

When ordering electricity, if you are not sure how much current you will require it is essential that you provide detailed information as to what type of equipment you will be using in the space at the bottom of this page. For most needs, such as a laptop computer, a basic 500 Watt outlet is sufficient. However, equipment such as booth lighting, LCD projectors, flat panel monitors, food preparation equipment, motors and sound systems may require additional power.

For example, if you have a laptop with a 65 watt power supply, an LCD Monitor that draws 100 watts and two 100 watt booth lights, you will be at 365 watts. Therefore, you will need the basic 500 watt power service. If you have two 1000 watt booth lights for instance, you would need a 20 amp, 2400 watt circuit.

In addition to the services listed on Page One, the Renaissance Cleveland Hotel is able to provide various types of power including: 208 volts/single phase/60 cycle and 208 volts/three phase/60 cycle. If you have special needs, please contact us so that we may accommodate you.

On-Site Orders

On-Site Orders must be accompanied by a fully completed order form with payment information before any work is performed.

Labor

The rates listed on page one include bringing circuits to the rear of the exhibit booth, any further wiring will incur a charge of \$35 per hour (one hour minimum). All wiring must be done by hotel staff. Please provide us with your labor requirements **AT LEAST 72 HOURS IN ADVANCE OF YOUR LOAD-IN** so that we may ensure your needs are met.

Wall and Post Outlets

Please note that **WALL AND POST OUTLETS ARE NOT PART OF THE BOOTH SPACE**. If you plan on using electrical equipment in your booth you must order a minimum of one (1) electrical circuit. Sharing between booths is **NOT PERMITTED**.

24-Hour Service

Electrical circuits requiring 24-HOUR service will be charged regular rates plus 50%. When ordering 24-Hour service please designate which outlets will require this service.

National Electrical Code

Power and lighting for stage show productions and trade shows must comply with the current National Electrical Code. All electrical extension cords must comply with Article 400-5 (ampacity of flexible cables) of the National Electrical Code. It is the responsibility of the party providing the equipment to ensure that all equipment used in the Renaissance Cleveland Hotel is in compliance with the National Electrical Code.

Claims and Adjustments

All claims or requests for adjustments must be filed by the close of the show to be considered.

Please Use this Space for Any Special Instructions Regarding Your Requirements

This form is effective as of February 1, 2009. Any other electrical order form created before this date is invalid.