

# Electrical Service Order

Please provide the appropriate information below and turn form in to our Meeting Services Dept.

Convention Name _____	Room _____	Show Date _____
Exhibitor Name _____	Booth # _____	Date _____
On-Site Contact _____	Telephone _____	
Exhibitor's Address _____	City/State/Zip _____	

**NOTICE:**  
The Deadline for ordering goods and services is 15 days prior to function.

RETURN TO:  
Meeting Services Dept.  
Hilton Anatole Hotel  
2201 Stemmons Freeway  
Dallas, Texas 75207  
214-761-7836 Ph  
214-761-7856 Fax

## RATE SCHEDULE

LIGHTING	PRICE	QTY	AMOUNT
(1) 150 watt Flood Light (on one pole)	\$75.00		
(1) Track Light	75.00		
(1) Remote Dimmer Control (Chantilly, Grand, Khmer only)	75.00		
POWER	PRICE	QTY	AMOUNT
120-volt Circuit ( 500 watt max.)	\$100.00		
120-volt Circuit (1000 watt max.)	110.00		
120-volt Circuit (1500 watt max.)	120.00		
120-volt Circuit (2000 watt max.)	150.00		
120-volt Circuit (3000 watt max.)	180.00		
208-volt Circuit (Single Phase 20 Amp)	225.00		
208-volt Circuit (Single Phase 30 Amp)	275.00		
Add'l 208-volt Power (Single Phase) per Amp	6.00		
208-volt Circuit (Three Phase 20 Amp)	300.00		
208-volt Circuit (Three Phase 30 Amp)	450.00		
Add'l 208-volt Power (Three Phase) per Amp	7.00		
Extension Cord - 4-Gang Box (requires power)	30.00		
Extension Cord - One Outlet (requires power)	30.00		
Water (in Trinity I only - priced per request)			
Other (specify)			
<b>Sub-Total:</b>			
25% Late Charge (if applicable)			
20% Service Charge			
Dallas Sales Tax (@ 8.25%)			
<b>Total:</b>			
LABOR (2-hour minimum charge)	RATE	QTY	AMOUNT
Straight Time Labor - 7am to 4pm	\$75/hr		
Overtime Labor (before 6am, after 4pm, & Saturday)	\$125/hr		
Sunday & Holiday Labor	\$150/hr		
Hanging Banner (in meeting space - up to 4ft L x 4ft W)	\$50 flat		
Hanging Banner (in meeting space - L or W > 4ft)	\$10/l.f.		
Hanging Banner* (in public space - up to 4ft L x 4ft W)	\$100 flat		
Hanging Banner* (in public space - L or W > 4ft)	\$20/l.f.		
Hanging Banner* (Atrium II Light Pole)	\$50 flat		
<small>*Requires hotel approval and placement</small>			
<b>Sub-Total:</b>			
25% Late Charge (if applicable)			
<b>Grand Total:</b>			

The Hilton Anatole is not responsible for any damage related with electrical service provided by the hotel. All material and equipment furnished remains the property of the Hilton Anatole Hotel.

I understand the terms, conditions, and rates stated above and agree to pay all charges incurred to my exhibit(s) and on my behalf.

Exhibitor Signature _____	Printed Name _____	Date _____
Credit Card Type/Brand _____	Credit Card # _____	Exp. Date _____
Card Member Signature _____	Printed Name _____	Date _____

Prices are effective for events that occur on or before December 31, 2006 and are subject to change without notice.

HAH ESO 060327

## GENERAL CONDITIONS OF RENTAL & SALES Placement & Confirmation of Service Order

To place your order, please fax this Service Order (completed) to 214-761-7856. To confirm orders, you may call 214-761-7836 from outside the hotel, or dial ext. 2727 from any house phone while on property.

### Changes or Additions to Your Order

Any changes or additions to your order must be made in person at the Service Desk. Note: The workmen are not permitted to take orders or make changes to the orders.

### Adjustments to Orders/Invoices

All adjustments to orders and invoices must be made in person at the Service Desk. No adjustments to your order/invoice will be made unless reported prior to close of show.

### Inventory of Services

Exhibit booths will be inventoried at the show site. Any additional materials or wattage used will be added to the final invoice and priced as "floor order" (subject to applicable rates).

### Lighting Fixtures

Lighting fixture rentals include fixture, pole, and base.

### Receptacles/Outlets

Wall or post receptacles are not a part of the booth space. For a booth to have electricity, a separate outlet & electrical service must be ordered.

### Electric Motors

All electric motors of one (1) horsepower (HP) or larger must be equipped with a fusible switch.

### Electrical Power and Service

Normal Usage: 120-volt single-phase, four- or five-wire.

120/208-volt three-phase, four- or five-wire.

Heavy Loads: Heavy loads are limited to certain locations within the building, and require advanced arrangements. Please contact our office for information.

High Voltage: 277/480-volt three-phase, four-wire power is available. Advanced arrangements are required.

Other Service: Any special requirements for electrical service not listed must be arranged prior to the agreed deadline (listed on the reverse).

### "Special Work/Special Setup" Rates

All special work is charged on a Materials and Labor basis, on the following rate schedule:

Materials: Retail cost (as published in the "Trade Service" pricing book)

Labor: Priced under "Miscellaneous Services"

Late Charge: All special work required and requested after the deadline (less than 15 days prior to the function) is subject to an additional 25% late charge, regardless of when the work is done.

## PAYMENT

- Payment for exhibit goods and services must be made in advance, by checks, money orders, or credit cards, and must accompany this Electrical Services Order Form.

- Purchase Orders are not accepted as a form of payment.

- A 25% Late Charge must be added for services required and requested after the deadline (less than 15 days prior to the function), regardless of when the work is done.

- Make checks or money orders payable to Hilton Anatole Hotel.

- Payment for labor and services, whether ordered by the exhibitor, display builder or other parties, shall be the responsibility of the exhibitor.