



# Hilton Minneapolis

## 2010 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

| <u>Extension Cords</u>  |  |         |       |       |
|---|--|---------|-------|-------|
| Single Extension Cord   |  | \$15.00 | _____ | _____ |
| 6 Receptacle Surge Suppression<br>(must order (1) 120v - 20A service) |  | \$25.00 | _____ | _____ |

|  |  |           |       |       |
|--|--|-----------|-------|-------|
| <u>Banner Hanging Charges (Sundry)</u> | \$6.50 per linear foot<br>(\$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. Please fax form to (612) 397- 4871.

Routing to: Finance Event Services Property Operations  
 O or P:\FORMS\Electrical Form