

ELECTRICAL SERVICE ORDER FORM

Booth No. _____

NAME OF EVENT _____ DATE OF EVENT _____
 FIRM NAME _____
 ATTENTION _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 AUTHORIZED BY _____ TITLE _____
 TELEPHONE NO. _____
 CREDIT CARD NO. _____
 MASTERCARD, VISA, AMERICAN EXPRESS _____ EXPIRATION DATE _____
 DATE _____

(ALL VOLTAGE IS 120V; FOR 208V I Ø DOUBLE THE PRICE)

QUANTITY	120 VOLT I Ø DESCRIPTION	COST	SUB TOTAL
	(5 AMPS) 0 - 500 WATTS	\$75	
	(10 AMPS) 501 - 1000 WATTS	\$85	
	(15 AMPS) 1001 - 1500 WATTS	\$90	
	(20 AMPS) 1501 - 2000 WATTS	\$100	
	(30 AMPS) 2001 - 3000 WATTS DELAYED CIRCUIT	\$125	
	(40 AMPS) 3001 - 4000 WATTS	\$140	
	EACH ADDITIONAL 1000 WATTS	\$25	

QUANTITY	DESCRIPTION	COST	SUBTOTAL
	150 WATT FLOOD/SPOT	\$30	
	250 WATT FLOOD/SPOT	\$40	
	300 WATT FLOOD/SPOT	\$50	
	500 WATT FLOOD/SPOT	\$70	
	1000 WATT FLOOD/SPOT	\$100	
	1500 WATT FLOOD/SPOT	\$120	

QUANTITY	PANEL SIZE	COST	SUBTOTAL
	50 AMP 3Ø 208 VOLT	\$400	
	100 AMP 3Ø 208 VOLT	\$700	
	150 AMP 3Ø 208 VOLT	\$1000	
	200 AMP 3Ø 208 VOLT	\$1500	
	250 AMP 3Ø 208 VOLT	\$1750	
	300 AMP 3Ø 208 VOLT	\$2250	
	350 AMP 3Ø 208 VOLT	\$2500	
	400 AMP 3Ø 208 VOLT	\$3000	

CONVERTERS AND EUROPEAN RECEPTACLES ARE NOT PROVIDED BY HOTEL

QUANTITY	DESCRIPTION	COST (\$50.00 per occurrence or \$50.00 per person per hr. weekdays. \$75.00 per occurrence or \$75.00 per person per hr. weekends and evenings from 4:00 pm - 7:00 am)	SUBTOTAL
	BANNERS		

LABOR SPECIAL REQUESTS - ELECTRICAL / LIGHTING, ETC. WILL BE CHARGED AT \$50 / HR.

QUANTITY	NO. OF HOURS	COST (No. of ENGINEERS X No. of HOURS X \$50)	SUBTOTAL

TOTAL

INSTALLED BY: _____ ACCEPTED BY: _____

PAYMENT MUST ACCOMPANY ORDER. ELECTRICAL ORDER MUST BE RECEIVED TEN DAYS PRIOR TO THE SHOW.
 Make Remittance To: **HYATT REGENCY CRYSTAL CITY, 2799 JEFFERSON DAVIS HWY., ARLINGTON, VA 22202, ATTN.: ENGINEERING**

SEE REVERSE PAGE FOR CONDITIONS & REGULATIONS

IMPORTANT CONDITIONS AND REGULATIONS

1. For exhibits, wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment regardless of source of power must comply with all federal and local safety codes.
3. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
4. Claims will not be considered unless filed by exhibitor prior to close of the exposition.
5. Prices based upon current wage rates and are subject to change without notice.
6. Under no circumstances shall anyone other than "house electrician" make electrical connections.
7. Special equipment requiring company engineers or technicians for assembly, servicing preparatory work and operation may be executed without "house electrician". However all service connections and overload protection to such equipment must be made by "house electricians" only.
8. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
9. All material and equipment furnished by hotel for this service order shall remain the hotel's property and shall be removed only by the hotel at the close of the show.
10. Electrical power for lights and displays will be turned on one hour prior to the show opening time and off at show closing time daily.
11. Unless otherwise directed, hotel electricians are authorized to cut floor covering to permit installation of service.
12. All exhibitor's cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of boxed equipment, which are liable to be energized, shall be grounded.
13. Rates quoted for all connections cover only the bringing of one service to the booth in the most convenient manner and does not include connecting equipment or special wiring.
14. Credit will not be given for outlets installed and not used.
15. Payment in full must be rendered prior to opening of show; No Exceptions Please!
16. It is your responsibility to confirm receipt of the electrical service contract, by Hyatt Regency-Crystal City.
17. The Hotel is not responsible for equipment malfunction.
18. When contacting the Hyatt Regency-Crystal City please record the name and extension of the individuals you talk to:
