

# Hilton-Americas Houston Electrical Service Request Exhibitor Form

Show Name: Digital Plant Conference		Location:		Setup Dates:		Breakdown Dates:	
Exhibiting Firm Name:				Master Acct:		Booth #:	
Address:				City		State	Zip
Telephone:		Fax:		On Site Contact:		Cell#	
Payment Type: <input type="checkbox"/> Visa/ MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/> Check By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated below. You further acknowledge that if any additional charges are incurred, the card below will be charged for any remaining balance due.  For Credit Card payments please request a credit card authorization form from your Events/Catering Manager.							

There will be an additional charge of \$75 for any orders received within ten business days of the first show date or on-site. Saturday, Sunday & Holidays \$150.00 labor, for on site orders.

Outlets Item	Number Needed	Rate	Labor	Cost
*120 Volts				
20 Amps		\$110.00	/	
*208 Volts Single Ph.				
*50 Amps		\$375.00	\$200.00	
*100 Amps		\$433.00	\$200.00	
*200 Amps		\$840.00	\$200.00	
*400 Amps		\$1040.00	\$200.00	
*208 Volts Three Ph.				
*100 Amps		\$650.00	\$200.00	
*200 Amps		\$1300.00	\$200.00	
*400 Amps		\$2600.00	\$200.00	
Special Items		#		Cost
Additional Extension Cord/Power Strip			\$40.00	N/A
***Standby Electrician (7am-11pm)			/	\$75 per hr/4hr min
***Standby Electrician (11pm-7am)			/	\$150 per hr/4hr min
Outlet Numbers	Number Needed	Rate	Labor	Cost
*480 Volts				
20 Amp		\$347.00	\$100.00	
30 Amp		\$483.00	\$100.00	
40 Amp		\$641.00	\$100.00	
60 Amp		\$914.00	\$100.00	
80 Amp		\$1181.00	\$100.00	

PLEASE INCLUDE TAX ON ALL ORDERS.  
SEE PAGE 2 FOR TERMS AND CONDITIONS.

Late Charge	
Sub Total	
Tax 8.25%	
Total	

**Note:** This order must be received by Hilton-Americas no later than 10 days before opening date to ensure installation in time for opening of show. No spring type clamp, spot fixtures, or holders allowed. Only fixtures with screen-in type clamps allowed with No. 14-3 wire SJ Cord.

## SPECIAL NOTICE!!

City Of Houston Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

### WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF HOUSTON

- All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- All metal raceways. Metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- All extension cables shall be 3-wire SJ cord or other approved type. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- Flexible cords and cables less than No. 14 gauge wire shall not be permitted.
- Local Ordinance prohibits more than two (2) connections per outlet box to prevent overloading of circuits.

### MAKE CHECKS PAYABLE TO:

Hilton-Americas Houston  
1600 Lamar St, Houston, TX 77010  
Tel/Finance Department: (713) 577-6069  
Tel/Property Operations: (713) 577-6085/6090  
Fax/Property Operations Department: (713) 583-9826

### FORM MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED

Customers paying by check must also provide a valid credit card number. Payment of balances not prepaid or covered by company check will be billed directly to the credit card number in advance. By signing above, you acknowledge and agree to these terms and authorize Hilton-Americas-Houston to bill your credit card.

Personal or foreign checks and wire transfers not accepted.

Do not combine payment by check with any other Hilton-Americas Houston order form!

# Hilton-Americas Houston Electrical Service Request Exhibitor Form

## Service Order Information

1. **Payment and credit card information for service must accompany service request.**
2. The date the payment is received shall determine the penalty rate of \$75.00
3. Incomplete information regarding hook-up or power requirement will delay processing
4. Booth number(s) must be identified on face of form
5. If third party billing is required, service contract must include company name c/o display house. Display house and address and contact name must be indicated on service contract. Payment Policy will apply.
6. A credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee of 25% of balance
7. Claims will not be considered unless filed by exhibitor prior to close of exposition at HILTON-AMERICAS service desk. Non receipt of service must be reported to HILTON-AMERICAS service prior to close of the day for verification and consideration.
8. Any unpaid balances are subject to past due penalties
9. Returned checks will be subject to a \$30.00 fee plus a \$50.00 late fee.
10. Wall outlets and post outlets are NOT PART OF BOOTH SPACE. Separate outlets must be ordered for each booth to be connected.

## Important Rules and Regulations

1. No one other than HILTON-AMERICAS electricians can make any electrical connections or install/remove cable or fixtures. Please consult HILTON-AMERICAS personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by the HILTON-AMERICAS for services shall remain the property of the HILTON-AMERICAS and shall be removed only by the HILTON-AMERICAS at the closing.
3. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited
5. All exhibitors' cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, Hilton-Americas installers are authorized to cut floor coverings to permit installation of services
9. Hilton-Americas is not responsible for temporary conditions such as voltage fluctuations or power failure.
10. All electrical service connections (110 V) include 4 female outlets.
11. A standby electrician is required (for requests of 200amps or more) during set-up, teardown, and actual event times. See under "Special Items" on first page for labor charges.
12. For your protection, please install a surge protector on computerized equipment and machinery or an over/under voltage sensor.
13. **Price does not include connecting equipment or special wiring. Additional services other than delivery of power to exhibit booth will be assessed a \$100.00 labor fee.**

## Voltage Requirements

Alternating current only. \*Current available, single phase 60 Hz approximately 115 Volts, single phase 60 Hz approximately 208 Volts, 3 phase 60 Hz approximately 208 Volts. Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

## Liability and Insurance

**The Hilton-Americas will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage. Exhibitors who wish to carry insurance on their exhibits must place it at their own expense. All terms, conditions, rules, regulations and pricing are non-negotiable.**

**I have read, understood and I agree to all of the above,**

**Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE-FOR FINANCE USE ONLY

Deposit Received YES/NO

Master Acct: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Approval: \_\_\_\_\_