



# Hilton Minneapolis

## 2011 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**

<u>Service</u>	<u>Type</u>	<u>Charge</u>	<u>Quantity</u>	<u>Total</u>
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	_____	_____
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**ADDITIONAL SERVICES**

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

Banner Hanging Charges (Sundry) \$6.50 per linear foot \_\_\_\_\_ ft.  
 (\$20 minimum)

Labor @ \$65/hr \_\_\_\_\_

Total \_\_\_\_\_  
 Late fee, if applicable \_\_\_\_\_  
 7.78% Tax \_\_\_\_\_  
 Grand Total \_\_\_\_\_

Special Instructions \_\_\_\_\_

For special electric needs, contact PROPERTY OPERATIONS at 612-376-1000 extension 3047.

\_\_\_\_\_  
 Customer Signature

\_\_\_\_\_  
 Date

To request a receipt

E-Mail Address \_\_\_\_\_ or  
 Fax: \_\_\_\_\_ and  
 Phone: \_\_\_\_\_

**Please return by fax or mail to:**

Fax: 612-397-4871  
 Attn: Event Services  
 Address: 1001 Marquette Ave  
 Minneapolis, MN 55403

Method of Payment

\_\_\_\_\_ Check \_\_\_\_\_  
 \_\_\_\_\_ Credit Card \_\_\_\_\_  
 \_\_\_\_\_ Master Account \_\_\_\_\_

Expiration \_\_\_\_\_

Credit cards will be charged 7-10 days prior to function to verify approval for services requested.  
 Please mail checks to address provided above.

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

**Revised 03/08/11**