



Hilton Washington  
1919 Connecticut Avenue NW  
Washington, DC 20009  
Telephone (202) 483-3000

**ELECTRICAL & MECHANICAL SERVICE ORDER FORM**  
**(Type or print clearly, all information)**

Name of Show : \_\_\_\_\_

Show Dates: \_\_\_\_\_ Booth # or Room Name: \_\_\_\_\_

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

Company \_\_\_\_\_

Address: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**Special Notes:**

- All orders must be pre-paid and received by the Hilton Washington two weeks prior to show opening. **Any order received within two weeks of show set-up or on-site will be charged a \$75.00 late fee.**
- It is your responsibility to confirm receipt of order.
- NO VERBAL ORDERS ACCEPTED!**
- For questions regarding Electrical service please call The Engineering Department at (202) 797-5802.
- In order to serve you better, please attach any information, diagrams, etc. that will assist our staff.
- If you are tax exempt in Washington, D.C. please enclose your tax exempt certificate number.
- All wiring must meet local codes and ordinances.
- If additional requirements are needed during setup, payment must be made upon completion of service.
- The District of Columbia Code requires that no electrical equipment or apparatus can be connected unless it conforms to its electrical code. The Hotel will supply a qualified electrician to install and correct any minor infraction at stated labor cost.

**RETAIN ONE COPY AND RETURN ALL OTHER COPIES WITH PAYMENT TO THE HILTON WASHINGTON, 1919 CONNECTICUT AVE., N.W. WASHINGTON, D.C. 20009 ATTENTION: CONTROLLER OR SEND VIA FAX TO 202-328-2077.**

**LIST REQUIREMENTS BELOW**

Electrical Requirements:	Quantity	Total	Mechanical Requirements:	Quantity	Total
120 Volts 60 Cycle 20 AMPS <b>\$120.00/each</b> (Standard wall outlet)	_____	_____	Compressed Air (100PSI) Water & Drainage: <b>\$290.00 per hook-up + labor</b>	_____	_____
Lighting: 150 watt flood (installed on ceiling track) Exhibit Hall only <b>\$50.00/each</b>	_____	_____	Plumbing Labor Rates: <b>\$60.00</b> Mon through Fri 8AM-4PM (1 hour min.)	_____	_____
208 Volt (single phase) 20 AMPS <b>\$195.00 + labor</b>	_____	_____	<b>\$80.00</b> Overtime Rate (four hour min.)	_____	_____
208 Volt (three phase) 20 AMPS <b>\$215.00 + labor</b>	_____	_____	Bottled Gas <b>Market Price + \$120.00</b> (handling charges)	_____	_____
208 Volt (single phase) 30 AMPS <b>\$300.00 + labor</b>	_____	_____	24 Hour Power <b>\$120.00 per day</b>	_____	_____
208 Volt (three phase) 30 AMPS <b>\$390.00 + labor</b>	_____	_____	Banners ( <b>\$6.00 per linear foot</b> ) <b>Minimum order \$60.00</b>	_____	_____
440 Volt (three phase) Requires special requirements *	_____	_____	<b>Antenna Run \$240.00</b> <b>Exhibitor must supply cable</b> <b>and antenna</b>	_____	_____
Labor Rate: Weekdays 8AM-4PM (one hour minimum) \$60.00	_____	_____			
After 4PM Weekends & Holidays (four hour minimum) <b>\$95.00/hour</b>	_____	_____			
Additional Extension Cord Rental <b>\$30.00/each</b>	_____	_____			

**Late Fee:** \_\_\_\_\_  
**Subtotal:** \_\_\_\_\_  
**5.75% Sales Tax** \_\_\_\_\_  
**Total** \_\_\_\_\_  
**Prepaid** \_\_\_\_\_  
**Add'l Charges** \_\_\_\_\_  
**GRAND TOTAL** \_\_\_\_\_

**ADDITIONAL REQUIREMENTS:** \_\_\_\_\_

**BILLING INFORMATION:** By providing billing information and signing below, all charges as indicated are valid and authorized.

Credit Card # : \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on card: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

