**ELECTRICAL SERVICE ORDER FORM**



One North Second Street, Harrisburg, PA 17101

(Please print or type)

Phone (717) 233-6000, Fax (717) 233-6830

Name of Convention \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Convention Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booth # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_

Order Authorized By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No.(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

Bill to Credit Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(credit card information must be provided to guarantee your order)

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| **EXHIBITORS’ INFORMATION**  **IMPORTANT**  Please read the information below before completing this form. | | **LIST REQUIREMENTS BELOW** | |
| 1. 2.  3. 4. | **STANDARD ELECTRIC SERVICE -**  (includes up to 10 amps 110 volts) $25.00 + tax MINIMUM ELECTRIC CHARGE.  **SPECIAL REQUIREMENT SERVICE**  (contractor installed) MINIMUM 2 HOUR LABOR, for installation and removal, PLUS:   * $1.00 per amp for 110 volt (if over 10 amps) * $2.00 per amp for 208 volt, single phase * $3.00 per amp for 208 volt, three phase * PLUS additional installation charges asrequired. Electricians are available at $30.00 per hour. All work done after 8:00 PM, before 8:00 AM and on Holidays is at Time and a half rate.   Under national OSH Act we reserve the right to refuse connections of hazardous wiring and or equipment.  **ALL PRICES SUBJECT TO 6% SALES**  **TAX** |
| A.  B.  C.  D.  E. | **ALL ELECTRICAL CHARGES EXCEPT**  **SPECIAL REQUIREMENTS MUST BE**  **PRE-PAID.** There will be a minimum fee + 6% PA sales tax. Please make checks payable to THE HILTON HARRISBURG.  Wall outlets are not part of booth space. If electric outlet is required, it must be ordered.  This order must be received by the Harrisburg Hilton no later than 15 days before date of set-up. Orders received after this date will be subject to a 10% Late Charge.  Orders received at time of set-up will be charged a minimum of $40.00 and installed when all early orders have been completed.  All computer, direct lines or data line phones must be ordered through the Convention Coordinator at (717) 233-6000. **A 21 day advance notice is required.** |

# SERVICES REQUIRED

(List each item using electric and specify voltage, phase, amps, or wattage.)

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| NO. | AMOUNT |

\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Sub Total $ \_\_\_\_\_\_\_\_\_\_\_

6% Tax $ \_\_\_\_\_\_\_\_\_\_\_

TOTAL $ \_\_\_\_\_\_\_\_\_\_\_

7/00 White • CSC Green • Distribution Yellow • File Pink • Client Gold • Engineer