



THE HILTON – COLUMBUS AT EASTON EXHIBIT SERVICE ORDER FORM

Conference Name: OHIO GOVERNMENT FINANCE OFFICERS ASSOCIATION	
Exhibit Date(s): Thursday September 16, 2010	Meeting Room: Easton and Regent Foyers
Set Up Time: 6:00 PM	Set Up Date: Wednesday September 15, 2010
Tear Down Time: 5:00 PM	Tear Down Date: Thursday September 16, 2010
Firm Name: _____	Telephone: _____
On Site Contact: _____	Booth #: _____

**ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL
ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE**

QTY	DESCRIPTION	PRICE EACH	TOTAL
_____	120 V / 1-20 AMP Circuit(std outlet)	\$35.00	_____
_____	208V / 1-30 AMP Circuit (must specify NEMA.receptacle type needed)	\$165.00	_____
_____	208V / 1-40 AMP Circuit (Must specify NEMA receptacle type needed)	\$175.00	_____
_____	208V / 1-50 AMP (must specify NEMA receptacle type needed)	\$185.00	_____
_____	100 AMP / Patch-In 208V 3-Phase (must specify if you need spider box - electrical panel with multiple 20 amp circuits, or if you need 3 wire or 5 wire CAM LOK adapters)	\$350.00	_____

**ALL ORDER FORMS MUST BE RECEIVED
BY THE HILTON COLUMBUS BY 4:00PM
TUESDAY AUGUST 31, 2010**

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR CORRECT VOLTAGE BEFORE CONNECTING EQUIPMENT. EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS, I.E. SURGE PROTECTORS, ISOLATION TRANSFORMERS, CONVERTERS, ETC.

PAYMENT

CC# _____ EXP DATE: _____

Name of Card Holder: _____

Signature: _____

If you have any questions or need help with any items on this form, please call 614/ 416-8403 (fax 614/ 416-8444).

Please send this form & a check or ccf# to: Hilton Columbus, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to 614-416-8444. No receipt will be sent, this Exhibitor service order form will serve as your receipt.

Power Strip	\$15.00
Extension Cord	\$10.00
Telephone Line plus cost of calls	\$75.00
High Speed Internet Access –per day	\$300.00
Banner Hanging – Each Banner	\$35.00

Sub Total
6.75% State Sales Tax
Total