

Hilton Cincinnati Netherland Plaza
 35 West Fifth Street
 Cincinnati, Ohio 45202
 (513) 421-9100

**TRADE SHOW BOOTH OR EXHIBIT TABLE
 ELECTRICAL / INTERNET / PHONE SERVICE ORDER FORM**

**RATES FOR ELECTRIC INCLUDE ONE POWER STRIP AND EXTENSION CORD
 WHICH WILL BE PROVIDED BY THE INHOUSE AV COMPANY.**

STANDARD ELECTRICAL SERVICE AVAILABLE:

120 Volt, AC, Single Phase, 60 Cycle
 208 Volt, AC, Single Phase, 60 Cycle
 208 Volt, AC, Three Phase, 60 Cycle

CONDITIONS AND REGULATIONS:

1. Orders must be received a minimum of five (5) days prior to arrival for move in.
2. Walls, columns, building utility outlets and public function space are not to be used unless specified otherwise.
3. Under no circumstances shall anyone other than the "House Electrician" make electrical connections.
4. Claims will not be considered unless filed by the user prior to the close of the function.
5. Prices are subject to change without notice.
6. All equipment must comply with federal, state and local safety codes.
7. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs is prohibited.
8. Special equipment requiring company technicians for assembly may be executed without the "House Electrician". Service connections and overload protection to such equipment must be made by the "House Electrician."
9. Equipment must be tagged and wired with complete information including current, voltage, cycle, etc.
10. Material and equipment furnished by the Hilton Cincinnati Netherland Plaza for this order shall remain The Netherland Plaza's property and shall be removed only by the Netherland Plaza after the event.
11. Exhibitor's cords must be 3 wire grounded type
12. Exposed non-current carrying metal parts of fixed equipment must be grounded.
13. Rates cover only the bringing of service to the room in the most convenient manner and do not include connecting or special wiring.

DEDICATED AND BRANCH CIRCUITS:

Qty.	Description	Advance Order	Floor Order	AMOUNT
___	20 amp, 120v circuit	\$50.00	\$60.00	_____
___	20 amp, 1 phase, 208v	\$55.00	\$65.00	_____
___	30 amp, 1 phase, 208v	\$70.00	\$80.00	_____
___	20 amp, 3 phase, 208v	\$65.00	\$75.00	_____
___	30 amp, 3 phase, 208v	\$70.00	\$80.00	_____
___	40 amp, 3 phase, 208v	\$95.00	\$115.00	_____
___	100 amp, 1 phase, 208v	\$120.00	\$145.00	_____
___	100 amp, 3 phase, 208v	\$145.00	\$170.00	_____
___	Electrical Cart Rental (Minimum 24 hours)	\$75 per 24 hours		_____

FOR ELECTRICAL LABOR WORK:

Time will be charged in 1 hour increments.
 Minimum 1 hour charge.

___	Monday thru Friday 7:00am-3:00pm excluding holidays	\$55.00 per hr.	_____
___	Monday thru Friday 3:00pm-7:00am Saturday, Sunday and holidays	\$85.00 per hr.	_____

HIGH SPEED WIRED / WIRELESS INTERNET ACCESS:

1-5 Devices \$125/Day x ___ Days = \$ _____
 Price is for a 24 hour period

TELEPHONE SERVICE:

___ Direct Dial Phone Lines x \$100 = \$ _____
 75 cents local calls, "800" access complimentary, prevailing rates for long distance - Minimum 2 week notice for service.

TOTAL \$ _____

Name of Event _____ Email _____

Company Name _____ Telephone No. (____) _____

Address _____ City _____ State _____ Zip _____

Authorized By (PRINT) _____ Title _____

Signature _____ Date _____

CHECK, MONEY ORDER, OR CREDIT CARD FORM MUST ACCOMPANY THIS ADVANCE ORDER FORM

Make remittance payable to:

Hilton Cincinnati Netherland Plaza

ATTN: Conference Services Department – Lisa Willer (fax 513-564-6408) or lisa.willer@hilton.com

COPY: CUSTOMER, CONVENTION SERVICES, ACCOUNTS RECEIVABLE, ENGINEERING, PRESTIGE AV

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STANDARD CONDITIONS FOR TRADE SHOW BOOTHS OR EXHIBIT DISPLAY TABLES

NON-FLAMMABLE MATERIALS: All materials used in the Hotel must be non-flammable to conform with the fire regulations of Cincinnati, Ohio. Electrical wiring and equipment installation must conform to applicable Cincinnati, Ohio codes. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Convention Services Manager of the Hotel.

SPECIAL NOTICES: All equipment, furniture and carpeting must be confined to the measured limits of the exhibit area. No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Convention Services Manager of the Hotel. All property destroyed or damaged by exhibitor or groups must be replaced in its original condition by the user at the user's expense.

FOOD AND BEVERAGE GIVE-A-WAYS: Any food or beverage dispensed or given away must be purchased from the Hilton Cincinnati Netherland Plaza.

LIABILITY: The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor or group, the exhibitor's or group's employees or property, or to any other person, prior, during or subsequent to the period covered by the contract, provided said injury, loss or damage is not caused by the willful negligence or wrongful act of an employee of the Hotel. Each exhibitor or group expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.

INSURANCE: Exhibitors or groups who desire to carry insurance on their exhibits must place it at their own expense.

STORAGE: The Hotel has no facilities for the storage of exhibits or materials. All shipments must be directed to the official displayer. Shipments that arrive prior to the event will be directed to the official displayer's warehouse for storage and delivery to the exhibitor's booth at show time at the exhibitor's expense.