

The Hilton Columbus at Easton EXHIBIT SERVICE ORDER FORM



Conference Name: <u>Ohio Government Finance Officers Association</u>	Meeting Room: _____
Exhibit Date(s): <u>9/17/19-9/20/19</u>	Set Up Date: _____
Set Up Time: _____	Tear Down Date: _____
Tear Down Time: _____	Telephone: _____
Firm Name: _____	Booth #: _____
On Site Contact: _____	_____
E-Mail Address _____	_____

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	_____
_____	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		_____
	7.50% State Sales Tax		_____
	Total		_____

ALL ORDER FORMS MUST BE RECEIVED BY THE HILTON COLUMBUS BY 4:00PM (Insert deadline date)

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).

No receipt will be sent, this Exhibitor service order form will serve as your receipt.

Please send this form & a check or cc# to: Hilton Columbus, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to 614-416-8444.