

# Hilton New York Electrical and Cable Services Request Form

Show Name:			Show Dates:		
Exhibiting Firm Name:				Booth #:	
Address:			City	State	Zip
Telephone:		Fax:	On Site Contact:		
<b>Payment Method</b> <input type="checkbox"/> Master Card                      Credit Card # _____ exp.: _____ <input type="checkbox"/> Visa <input type="checkbox"/> Amex      I also authorize charging any unpaid balance to my credit card.      Name on Card: _____ <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Other    Signature: _____					

**There will be an additional charge of \$75 for any orders received within two weeks of the first show date or on-site. Saturday, Sunday & Holidays \$150.00 labor, for on site orders.**

Outlets Item	Number Needed	Standard Rate	Labor	Cost	
5 Amps		\$160.00	N/A		
10Amps		\$190.00	N/A		
15 Amps		\$220.00	N/A		
20 Amps		\$250.00	\$100.00		
30 Amps		\$305.00	\$100.00		
<b>*208 Volts Single Ph.</b>					
*20 Amps.		\$285.00	\$200.00		
* 30 Amps		\$355.00	\$200.00		
*60 Amps		\$610.00	\$200.00		
*100 Amps		\$1050.00	\$200.00		
* 200 Amps		\$1800.00	\$200.00		
<b>*220 Volts Three Ph.</b>					
*20 Amps.		\$320.00	\$200.00		
* 30 Amps		\$390.00	\$200.00		
* 60 Amps		\$1100.00	\$200.00		
* 100 Amps		\$1600.00	\$200.00		
* 200 Amps		\$2600.00	\$200.00		
(Pole Spots (2) Max)					
150 W or 100 W		\$160.00	\$35.00		
Special Items		#	Rate	Labor	Cost
Extension Cord/Power Strip (Min Electrical requirement of 500 Watts for each cord)			\$50.00	N/A	
***Standby Electrician (7am-11pm)				\$125per 4hr min	
***Standby Electrician (11pm-7am)				\$175per /4hr min	
Cable TV (Line ONLY:)			\$460.00	\$100.00	
**Rental Water-Hose & Fittings			\$215.00	\$100.00	
**Rental Water Drain & Fittings			\$215.00	\$100.00	
**Rental Air-Hose & Fittings			\$215.00	\$100.00	
Computer Line \$4.25 per foot labor (Customer Must Supply Line)			\$4.25	N/A	
Plumber's Labor Rate Minimum 1hr.			\$100.00	N/A	
***Compressed air (per day) 120 PSI			\$120.00	N/A	

PLEASE INCLUDE TAX ON ALL ORDERS.  
SEE PAGE 2 FOR TERMS AND CONDITIONS.

Late Charge	
Sub Total	
NYC Tax 8.375%	
Total	

## SPECIAL NOTICE!!

New York City Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

### WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF NEW YORK

- All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- All metal raceways. Metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- All extension cables shall be 3-wire SJ cord or other approved type and not more than 20 ft. long. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- Flexible cords and cables less than No. 14 gauge wire shall not be permitted.

### MAKE CHECKS PAYABLE TO:

Hilton New York Electrical Services  
1335 Ave. of the Americas, New York, NY 10019  
Tel: (212) 261-5754 Fax: (212) 261-5737

### PAYMENT POLICY—FORM MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED

Customers paying by check or money order must also supply valid credit card number. Payment of balances not prepaid or covered by company check will be billed directly to credit card number given at move out. By your signature you acknowledge and agree to these terms and authorize Hilton to bill your credit card. Personal or foreign checks and wire transfers not accepted.

**Do not combine payment by check with any other Hilton New York order form!**

Purchase orders only accepted from Federal, State & Local Government Agencies.

**Note: This order must be received by the Hilton not later than 15 days before opening date to ensure installation in time for opening of show. No spring type clamp, spot fixtures, or holders allowed. Only fixtures with screen-in type clamps allowed with No. 14-3 wire SJ Cord.**

### CON ED POWER CAN VARY +/- 10%

- 1 or more 208 volt single phase and/or 220 volt three phase Please call 212-261-5754 for availability.
- \*\*Air, Water and Drain wherever available
- \*\*\* Per Function.
- \*\*\*\*Power requirements of 200 amps or more requires a standby electrician for set-up, teardown, and actual event times.

**Hilton New York**  
**Electrical and Cable Services Request Form**

**Service Order Information**

1. **Payment and credit card information for service must accompany service request.**
2. Date payment is received shall determine the penalty rate of \$75.00
3. Incomplete information regarding hook-up or power requirement will delay processing
4. Booth number(s) must be identified on face of form
5. If third party billing is required, service contract must include company name c/o display house. Display house and address and contact name must be indicated on service contract. Payment Policy will apply.
6. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee of 25% of balance
7. Claims will not be considered unless filed by exhibitor prior to close of exposition at HNY service desk. Non receipt of service must be reported to HNY service prior to close of the day for verification and consideration.
8. Unpaid balances are subject to past due penalties
9. Returned checks will be subject to a \$25.00 fee plus a \$50.00 late fee.

**Important Rules and Regulations**

1. No one other than HNY electricians can make any electrical connections or install/remove cable or fixtures. Please consult HNY personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by the HNY for services shall remain the property of the HNY and shall be removed only by the HNY at the closing.
3. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited
5. All exhibitors' cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, HNY installers are authorized to cut floor coverings to permit installation of services.
9. For voltage fluctuations or power failure the HNY is not responsible for temporary conditions.
10. All electrical service connections (110 V) include 4 female outlets.
11. A standby electrician is required (for requests of 200amps or more) during set-up, teardown, and actual event times. See under "Special Items" on first page for labor charges.

**Voltage Requirements**

Alternating current only. (Current available, single phase 60 cycle approximately 115 Volts, single phase 60 cycle approximately 208 Volts, 3 phase 60 cycle approximately 220 Volts.) Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

**Liability and Insurance**

**The Hilton New York will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage. Exhibitors who wish to carry insurance on their exhibits must place it at their own expense. All terms, conditions, rules, regulations and pricing are non-negotiable.**

**I have read, understood and I agree to all of the above,**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_