

**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	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	\$75 per 24 hours (Minimum 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:

Qty.			
___	Computers will need access		_____
	Price is for a 24 hour period (\$75 per computer – per day)		
	TOTAL		\$ _____

TELEPHONE SERVICE:

Private line or Hotel extension service available. One time charge of \$100.00 per line. 75 cents local calls, "800" access complimentary, prevailing rate for long distance. Arrange through Conference Services Manager. Minimum 2 weeks notice for service.

NUMBER OF PHONE LINES:	_____		
	TOTAL		\$ _____

PLEASE PRINT

Name of Event _____ Booth # _____
 Company _____ Phone _____
 On Site Contact _____ Title _____
 Email _____ Cell _____
 Address _____ City _____ State _____ Zip _____
 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 – Luann Ulrich (fax 513-564-6408) or luann.ulrich@hilton.com

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

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.



**Hilton Cincinnati Netherland Plaza
Credit Card Payment Authorization Form**

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

FAX (513-564-6408) or Email (luann.ulrich@hilton.com) completed form to: Luann Ulrich, Conference Services Mgr

HOTEL USE ONLY:

Date: _____

Guest / Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:	Phone:	
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:	State:	Zip:		
Daytime /Business Telephone:			Evening Telephone:	
Email Address:				
Credit Card Number:			Expiration Date:	
Credit Card Type: (Circle one)				
Visa/MasterCard	American Express	Discover	JCB	Diners Club
Credit Card Issuing Bank Name:			Bank Phone Number (from back of your credit card):	
Type of Account: (Please Circle)				
Business	Personal			
If Business Account is it a: (Please Circle)				
Centrally Billed Account			Individually Billed Account	
I agree to cover the following categories of charges: (Please circle)				
Charges	Room & Tax	Food & Beverage	Retail	Recreation
BEO/Audio Visual Charges		Group Reservation Guarantee Only		
				All
To cover charges for more than one guest please provide a list of guest names including covered charge categories, arrival & departure dates and any special notes/requests.				
DIRECT BILL ACCOUNT PAYMENTS ONLY (FILLED OUT BY THE HOTEL):				
Name on Invoice/Statement _____			Date on Invoice/Statement _____	
Invoice/Statement Number _____			Authorized Amount \$ _____	

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: (hotel use only): \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: _____