

PALMER HOUSE

A HILTON® HOTEL

ELECTRICAL SERVICE ORDER FORM - ATTENTION CARLA SCOTT, DATA ADMINISTRATOR
EMAIL OR FAX THIS FORM TO: Carla Scott @ EMAIL: CARLA.SCOTT@HILTON.COM FAX: (312) 917-1740
PHONE: (312) 917-1398

Event:		Event Dates:	
Company:		Phone: Fax:	
Address:		City, State & Zip:	
Contact:		Booth Number	

Signature: _____

Email: _____ **A valid email is needed to provide a receipt for services.**

Check this box to confirm that you have read below.

Payment must be provided via phone by calling our Billing Coordinator at the number below. Payment MUST be Provided at least 3 business days prior to the show START date.

Lizette Martinez, Billing Coordinator
Phone: 312-621-7384 Email: lizette.martinez@hilton.com

GENERAL INFORMATION

Wall, column and permanent utility outlets are not to be used, and are not a part of the rental space. Under no circumstances shall anyone other than the electrician make any electrical connections. The Chief Electrician has the authority to refuse connections where wiring or extension cords constitute a fire hazard. All materials and equipment furnished by The Palmer House Hilton will remain the property of The Palmer House Hilton. MAXIMUM WATTAGE FOR ANY OUTLET SHALL NOT EXCEED 2000 WATTS. DEDICATED QUAD BOX allows maximum output of 2000 watts, 120 volts.

SPECIAL SERVICES

In those instances where your needs cannot be found in the list above, please describe your requirements. This work will be done and charged on a time and material basis. Please reach out to **Carla Scott** with specific requests.

I have read, and agree to abide by the conditions and regulations set forth in the above Electrical Service Order Form. I also agree to pay for any electrical charges I may incur during my function.

Signature: _____ **Date:** _____

Quantity	Item	Cost		Total
OUTLETS (all prices are inclusive of 9%tax)				
	20 Amp Dedicated 110V Circuit	\$228.90 <u>Daily Charge</u>	X _____ (Number of Days) =	
	Required Installation and Removal Charge	\$25.00 One-Time Fee		\$25.00
Total				