



Hilton New Orleans Riverside
#2 Poydras Street
New Orleans, LA 70140
Attn: Engineering Department

Engineering Fax: 504-584-3997 / Telephone: 504-561-0500 ext. 3280

Show Name:	
Show Dates:	
Set Time:	
Tear Down:	
Booth Number:	

PLEASE PRINT ALL INFORMATION

Company Name: _____

Address: _____

Credit Card Type: _____
 (Circle one: American Express, Visa, MasterCard, Discover, Diners Club)

Name on Credit Card: _____

Exp. Date: _____

Signature of Card Holder: _____

Billing Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

Fax: _____

Email Address: _____

Date of Order: _____

Electrical Order Form				
Quantity	Electrical Outlet	Advance Order	On Site Order	Total Price
	500 Watts (5amps)	\$75.00	\$110.00	
	1000 Watts (10 amps)	\$130.00	\$190.00	
	1500 Watts (15amps)	\$145.00	\$210.00	
	2000 Watts (20 amps)	\$175.00	\$265.00	
Quantity	Floodlight (In Line Booths Only)			
	150 Watt Floodlight – Clamp on	\$80.00	\$120.00	
	150 Watt Floodlight on Stanchion*	\$85.00	\$125.00	
	300 Watt Floodlight – Clamp on	\$90.00	\$135.00	
	300 Watt Floodlight on Stanchion*	\$95.00	\$140.00	
Quantity	Power Service & Motor Outlets – All 208V connections require labor			
	20 Amp 208V Single Phase	\$265.00	\$400.00	
	20 Amp 208V Three Phase	\$300.00	\$450.00	
	30 Amp 208V Single Phase	\$320.00	\$470.00	
	30 Amp 208V Three Phase	\$375.00	\$550.00	
	Band Stage Edison Box 60 Amp	\$425.00	\$610.00	

Quotes for greater amperage of voltage available upon request

Quantity	Rental Equipment			
	25' Extension Cord		\$20.00	
	50' Extension Cord		\$35.00	
	Power Strip		\$25.00	
	Remote Dimmer (Grand Ballrooms Only)			

Provide 24 hour power service – Double the published rate

Transformer(s) to boost from 208V	\$100.00	\$125.00
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Sub-Total	
9% Tax:	
Grand Total:	

Electrical Labor: One Hour Minimum Installation
 ½ Hour Minimum Dismantle
 Straight Time \$55.00/Hr
 8:00am – 4:30pm Monday – Friday
 Overtime \$110.00/Hr – Before 8:00am, After 4:30pm and Saturday, Sunday & Holidays

- ▶ For security, please include the 3 digit security code at the back of the credit card along with the complete form
- ▶ 100% payment must accompany each order and be received 14 days prior to show move in date to qualify for advanced order pricing
- ▶ No orders can be processed without payment
- ▶ Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing
- ▶ Cancellation fee after installation is 100% of original cost

POLICY STATEMENT: 100% payment must be accompany each order. The prices quoted are for RENTAL equipment and include delivery and pick-up at booth. All orders without 100% payment and orders received at the service desk will be charged floor price which the customer agrees to pay in full upon receipt of equipment or service unless credit has been previously established with us. All orders placed on behalf of customers by display builders or others must have a written authorization from the customer and the customer agrees to be responsible for such orders. Customers who pre-pay 14 days before show move-in date qualify for the advance order price. All additional charges incurred will be added to the credit card listed above. If customer fails to pay in accordance with this policy, customer agrees to pay 1.5% per month late charge fee, and all cost of collection including attorney's fees. No credit will be given to outlets installed or services provided or not used. Requests for refunds must be submitted in writing to the above Hilton New Orleans Riverside address. Customer agrees that Hilton New Orleans Riverside shall not be liable for, and shall hold Hilton New Orleans Riverside harmless from any damages caused by negligence of non-Hilton New Orleans Riverside employees and/or from event outsiders of Hilton New Orleans Riverside control such as strikes, accidents, fires, acts of God, delays, etc. Customer agrees to submit any claims for damages to Hilton New Orleans Riverside Service desk before show closing or customer waives any right to make a claim. NON-USA EXHIBITORS agree to pay only by international money order, credit card, traveler's checks or cash.