

Embassy Suites
 9800 Queensway Blvd
 Myrtle Beach, SC 29572

Electrical Order Form

BOOTH NUMBER: _____

Email completed form to: Allison.Cotte@hilton.com
 Fax Number: (843) 497-1219
 ATTN: Allison Cotte, Event Services
 Phone: (843) 497-1000

Specify equipment needing electricity:

NAME:
 PHONE:
 NAME OF CONFERENCE:
 VENDOR NAME:

LOCATION:
 SETUP DATE/TIME:
 DATE OF CONFERENCE:
 DATE ORDERED:

To avoid additional charges, all orders must be submitted to the hotel a minimum of 10 days prior to the event

Electrical Service Required		
(if order is placed prior to 10 days before start of event)		
Quantity	110 VOLT AC Standard Service	Price
	5 Amps/500 Watts @ \$60 each <i>(One connection for phone, laptop, TV, or LED Light)</i>	
	20 Amps/2200 Watts @ \$110 each <i>(Multiple devices on one individual circuit)</i>	
	Multi-Power Outlet Strip @ \$180 each ---Includes 20 Amps connection <i>(6 connections, several devices for one exhibitor)</i>	
Price includes 1 loaned 25' extension cord. Charge for unreturned cord is \$35+tax.		
Total		
Quantity	Band Power Box	Price
	20 Amps/2200 Watts @ \$395 each ---up to 12 connections ---Includes direct wiring required by a certified in-house electrician	
Total		
Quantity	208 Volt AC Single Phase	Price
	50 Amp Service @ \$345 each ---Includes direct wiring required by a certified in-house electrician	
Total		
Quantity	208 AC Three Phase	Price
	50 Amp Service @ \$445 each ---Includes direct wiring required by a certified in-house electrician	
Three phase available only in Kensington Section G & Palladium Section C.		
Total		
Quantity	Banner Hanging	Price
	Banner up to 6' @ \$75 each	
	Banner 6' - 12' @ \$125 each	
	Back Drop behind stage @ \$300 each	
Total		

Electrical Service Required		
(if order is placed after 10 days before start of event)		
Quantity	110 VOLT AC Standard Service	Price
	5 Amps/500 Watts @ \$120 each <i>(One connection for phone, laptop, TV, or LED Light)</i>	
	20 Amps/2200 Watts @ \$220 each <i>(Multiple devices on one individual circuit)</i>	
	Multi-Power Outlet Strip @ \$320 each ---Includes 20 Amps connection <i>(6 connections, several devices for one exhibitor)</i>	
Price includes 1 loaned 25' extension cord. Charge for unreturned cord is \$35+tax.		
Total		
Quantity	Band Power Box	Price
	20 Amps/2200 Watts @ \$545 each ---up to 12 connections ---Includes direct wiring required by a certified in-house electrician	
Total		
Quantity	208 Volt AC Single Phase	Price
	50 Amp Service @ \$495 each ---Includes direct wiring required by a certified in-house electrician	
Total		
Quantity	208 AC Three Phase	Price
	50 Amp Service @ \$595 each ---Includes direct wiring required by a certified in-house electrician	
Three phase available only in Kensington Section G & Palladium Section C.		
Total		
Quantity	Banner Hanging	Price
	Banner up to 6' @ \$175 each	
	Banner 6' - 12' @ \$225 each	
	Back Drop behind stage @ \$400 each	
Total		

Final Total: _____

Final Total: _____

Signature: _____ Date: _____



KINGSTON PLANTATION

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.

Email completed form to: Allison.Cotte@hilton.com

Or FAX COMPLETED FORM TO: (843) 497-1000 ATTN: Allison Cotte

HOTEL USE ONLY:

Date: _____

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:	
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):	
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____		

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.

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

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. 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: _____

IMPORTANT CONDITIONS AND REGULATIONS

1. Wall, column, and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment, regardless of source of power, must comply with all federal, state, and local safety codes.
3. Use of open personal power strips is prohibited.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Under no circumstances shall anyone other than the “house electrician” make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without “house electrician”.
7. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
8. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment for special wiring.
10. **Special pricing** for orders received a minimum of ten (10) days prior to exhibitor arrival for move in.