



2500 Calvert Street, N.W., Washington, DC 20008
 Phone: (202) 230-0700 x 6151 Engineering
 Fax: (202) 756-5150

ELECTRICAL SERVICE ORDER FORM

Exhibitor Information:

Name of Show: _____	Show Date: _____
Company Name: _____	Booth Number: _____
Address: _____	
City: _____	State: _____
	Zip: _____
Exhibitor Representative: _____	Contact Phone: _____

Electrical Service Options (Service and charges apply for the duration of event/conference, not on a 'per day' basis.)

STANDARD ELECTRICAL SERVICE	QUANTITY		TOTAL
20 AMPS, 120v (MINIMUM ORDER)	_____	@ \$100	_____
30 AMPS, 120v	_____	@ \$150	_____
40 AMPS, 120v	_____	@ \$200	_____

HEAVY DUTY ELECTRICAL	AMPS		TOTAL
50 AMPS or higher, single phase, 120v	_____	@ \$ 6/amp	_____
20 AMPS or higher, single phase, 220v	_____	@ \$ 7/amp	_____
20 AMPS or higher, three phase, 208v	_____	@ \$ 8/amp	_____
Overtime Labor (4 hour minimum)		@ \$ 50/hour	_____
Weekend Labor (4 hour minimum)		@ \$ 75/hour	_____

Notes/Other: _____	
SERVICE FEE (if applicable)*	\$50
GRAND TOTAL	_____

Billing Information (please provide copy of front/back of credit card)

Credit Card #: _____	Expiration Date: _____
Name (as it appears on card): _____	
Authorized Signature: _____	
Master Account # (if applicable): _____	CS/Sales Manager: _____

Exhibitor Information

- * **ORDERS MUST BE RECEIVED NO LATER THAN FIVE BUSINESS DAYS PRIOR TO THE START OF YOUR EVENT/CONFERENCE. LATE AND ON SITE ORDERS ARE SUBJECT TO A SERVICE FEE OF \$50.**
- **All charges must be prepaid. Please make checks payable to the Omni Shoreham Hotel.**
- **Please fax completed orders to (202) 756-5150.**
- **Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.**
- **Under no circumstances shall anyone other than "House Electrician" make electrical connections.**
- **Please call (202) 234-0700 x 6151 with questions and/or special requirements.**
- **Please see reverse for conditions and regulations.**

For Office Use Only	
Posted _____	Sent to Accounting _____