

**ELECTRICAL / EQUIPMENT AND INTERNET ORDER FORM**

**Hilton  Costa Mesa**

3050 Bristol Street, Costa Mesa, CA 92626  
Tel: +1 714 540 7000 Fax: +1 714 540 0719

BEO # \_\_\_\_\_

\_\_\_\_\_ requires the following in \_\_\_\_\_  
 (GROUP / COMPANY) (BANQUET ROOM OR BOOTH #)  
 \_\_\_\_\_  
 (NAME OF SHOW) (SHOW DATES)

<b>ELECTRICAL OUTLETS:</b>			<b>QTY</b>	<b>AMT</b>
120V	5 amps	\$25.00	_____	_____
	10 amps	\$30.00	_____	_____
	15 APMS	\$35.00	_____	_____
	20 amps	\$40.00	_____	_____
208 V	5 amps	\$30.00	_____	_____
1Ø	10 amps	\$35.00	_____	_____
	15 amps	\$40.00	_____	_____
	20 amps	\$45.00	_____	_____
208 V	5 amps	\$35.00	_____	_____
3Ø	10 amps	\$40.00	_____	_____
	15 amps	\$45.00	_____	_____
	20 amps	\$50.00	_____	_____

<b>EQUIPMENT RENTAL:</b>			<b>QTY</b>	<b>AMT</b>
Clamp-On Light	\$15.00/Each	_____	_____	
Extension Cord	\$15.00/Each	_____	_____	
Hang Banner	\$40.00/Each	_____	_____	
Focus Spotlight	\$40.00/Each	_____	_____	
Meeting Room Rekey	\$100.00/Per Door	_____	_____	
Door Removal for Cars	\$500.00/Total	_____	_____	
Water Service	\$100.00	_____	_____	

<b>LABOR CHARGES:</b>			<b>QTY</b>	<b>AMT</b>
Four (4) hour minimum				
Electrician	\$40.00/Hour	_____	_____	
Carpenter	\$40.00/Hour	_____	_____	
Stand by Engineer	\$40.00/Hour	_____	_____	

**Internet:** \$200.00, plus tax/per day/per line

Date(s) Needed: \_\_\_\_\_

Location in Room: \_\_\_\_\_  
 Set-up Time: \_\_\_\_\_ Removal Time: \_\_\_\_\_

Additional Requirements: \_\_\_\_\_

**PLEASE NOTE:**

1. Above prices do not include connecting equipment or special wiring
2. Any additional electrical requirements or charges not listed on this form will require Engineering Department approval
3. All 208 Volt service and water service require labor
4. Orders received on the day of the event are charged a 50% surcharge
5. Charges listed are "per day" charges & are subject to CA State Sales Tax

TOTAL CHARGES: \_\_\_\_\_

I HAVE READ AND WILL COMPLY WITH ALL RULES AND REGULATIONS ON THIS FORM.

\_\_\_\_\_  
 (SIGNATURE OF AUTHORIZED REPRESENTATIVE) (DATE)

FULL PAYMENT MUST ACCOMPANY THIS ORDER FORM

GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

BILLING INFORMATION: \_\_\_\_\_

HOTEL REPRESENTATIVE: \_\_\_\_\_ DATE \_\_\_\_\_

## **RULES AND REGULATIONS**

1. All material and equipment furnished by the Hilton Costa Mesa for this service order shall remain the property of the Hilton Costa Mesa and shall be removed only by the house electricians at the close of the show.
2. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
3. Where no information is available on your electrical equipment, the electrical charge shall be computed 100% of the main breaker or main fuse size.
4. Under no circumstances shall anyone other than "house electricians" make electrical connections. This includes plug-ins and under-carpet wiring.
5. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors.
6. All equipment, regardless of source of power, must comply with all federal, state and local safety codes
7. All exhibitors cords must be of the three-wire, ground type. All exposed non-current-carrying metal part of fixed equipment which are liable to be energized shall be grounded.
8. Claims will not be considered unless filed in writing by exhibitor prior to close of exposition. No refunds will be at service desk.
9. Credit will not be given for outlets or lights installed and not used.
10. Unauthorized use of power not paid for will result in a 50% surcharge.