

# Additional Electrical Services Request Form



**Patent Information Users Group, Inc.**  
The International Society for Patent Information

**Set Up Time:**

**May 2<sup>nd</sup> 2010 2:00 – 6:00 pm**

**Show Dates: May 3<sup>rd</sup> – May 6<sup>th</sup>**

**Cynthia Barcelon Yang, Chair**

**Doreen Alberts, Vice Chair**

**Denise Fobare-DePonio, Secretary**

**Ken Koubek, Treasurer**

**Suzanne Robins, Edlyn Simmons and Heidi Stone, Directors**

**Exhibiting Firm Name:**

**Room:**

**Address:**

**City**

**State**

**Zip**

**Telephone:**

**Fax:**

**On Site Contact:**

**E-mail:**

**Payment Method**

**Master Card**

**Credit Card #** \_\_\_\_\_

**exp.:** \_\_\_\_\_

**Visa**

**Amex**

**I also authorize charging any unpaid balance to my credit card.**

**Name on Card:** \_\_\_\_\_

**Check/Money Order**

**post to Group master account LPL (Master 3) LIN2**

**Signature:**

**A Late charge of \$75.00 will apply to all orders not received at least 14 days prior (April 16)**

Outlets Item	Number Needed	Standard Rate	Day of Rate	Cost
Single Phase 120 Volt 20 AMP		\$100.00	\$150.00	
* Single Phase 208 Volt 20 AMP		\$200.00	\$250.00	
*Three Phase 208 Volt 100 AMP		\$650.00	\$1,500.00	
Special Items	Number Needed	Standard Rate	Day of Rate	Cost
Power Strip		\$25 each	\$25.00	
Extension Cord		\$25 each	\$25.00	
Property Operations Engineer		\$60 hour	\$60 hour plus \$150	

Late Charge	
Sub Total	
Tax 6%	
Total	

## SPECIAL NOTICE!!

Baltimore City Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

### WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF BALTIMORE

- All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- All metal raceways, Metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- All extension cables shall be 3-wire SJ cord or other approved type and not more than 20 ft. long. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have grounded male plug.
- Flexible cords and cables less than No. 14 gauge wire shall not be permitted.

**BGE POWER CAN VARY +/- 10%**

Power requirements of 100 amps or more requires a standby property operations engineer for set-up, teardown, and actual event times.

\* Power is available in all meeting rooms with capacity of 100 people or more

# Electrical Services Request Form

## Important Rules and Regulations

1. No one can make electrical connections or install/remove cable or fixtures without approval of the Hilton Baltimore Property Operations Department. Please consult Hilton Baltimore personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by the Hilton Baltimore for services shall remain the property of the Hilton Baltimore and shall be removed only by the Hilton Baltimore at the closing.
3. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited
5. All exhibitors' cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, Hilton Baltimore installers are authorized to cut floor coverings to permit installation of services.
9. For voltage fluctuations or power failure the Hilton Baltimore is not responsible for temporary conditions.
10. A property operations engineer is required (for requests of 100 amps or more) during set-up, teardown, and actual event times. See under "Special Items" for labor charges.

## Voltage Requirements

Alternating current only. (Current available, single phase 60 cycle approximately 120 Volts, single phase 60 cycle approximately 208 Volts, 3 phase 60 cycle approximately 208 Volts.) Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

## Liability and Insurance

**The Hilton Baltimore will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage. Exhibitors who wish to carry insurance on their exhibits must place it at their own expense. All terms, conditions, rules, regulations and pricing are non-negotiable.**

**I have read, understood, and I agree to all of the above.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**RETURN BY FAX @ 443-573-8799**