

Embassy Suites

9800 Queensway Blvd.

Myrtle Beach, SC 29572

Fax completed form to 843-497-1219

Or Email to Allison.Cotte@Hilton.com

Attn: Allison Cotte, Event Services

Phone: (843) 497-1000

ELECTRICAL ORDER FORM

NAME:
PHONE:
NAME OF CONFERENCE:
VENDOR NAME:
BOOTH NUMBER:

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

NOTE: To avoid additional charges, all orders must be submitted to the Hotel a minimum of ten (10) days prior to the event.

**IF ORDER DATE IS PRIOR TO 10 DAYS BEFORE EVENT,
PLEASE FILL OUT THE FOLLOWING:**

**Electrical Service Required
110 Volt AC Standard Service**

of Outlets

_____ 5 Amps/500 Watts @ \$50.00 ea _____
_____ 20 Amps/2200 Watts @ \$100.00 ea _____

Total _____

NOTE ABOVE: Prices include (1) loaned 25' extension cord.
Exhibitors will be charged \$35.00 + tax for unreturned cord.

_____ **Multi Power Outlet Strip @ \$60.00** _____
Includes 1-5 amp power service

Total _____

208 Volt AC Single Phase

_____ 50 Amp Service @ \$200.00 ea _____
_____ Band Power Box @ \$250.00 ea _____

Total _____

NOTE: Any direct wiring required will be completed by a certified house electrician at the flat rate of \$85.00/hr. With a 1 hour minimum.

208 Volt AC Three Phase

_____ 50 Amp Service @ \$300.00 ea _____
_____ 100 Amp Service @ \$500.00 ea _____

Total _____

NOTE ABOVE: Three Phase available in Kensington Ballroom Section G at service hall and Palladium at Section "C" only.

_____ **Banner Hanging @ \$50.00 ea** **Total** _____

**IF ORDER DATE IS AFTER 10 DAYS BEFORE EVENT,
PLEASE FILL OUT THE FOLLOWING:**

**Electrical Service Required
110 Volt AC Standard Service**

of Outlets

_____ 5 Amps/500 Watts @ \$100.00 ea _____
_____ 20 Amps/2200 Watts @ \$175.00 ea _____

Total _____

NOTE ABOVE: Prices include (1) loaned 25' extension cord.
Exhibitors will be charged \$35.00 + tax for unreturned cord.

_____ **Multi Power Outlet Strip @ \$85.00** _____
Includes 1-5 amp power service

Total _____

208 Volt AC Single Phase

_____ 50 Amp Service @ \$350.00 ea _____
_____ Band Power Box @ \$400.00 ea _____

Total _____

NOTE: Any direct wiring required will be completed by a certified house electrician at the flat rate of \$85.00/hr. With a 1 hour minimum.

208 Volt AC Three Phase

_____ 50 Amp Service @ \$450.00 ea _____
_____ 100 Amp Service @ \$650.00 ea _____

Total _____

NOTE ABOVE: Three Phase available in Kensington Ballroom Section G at service hall only.

_____ **Banner Hanging @ \$75.00 ea** **Total** _____

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.



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, to ensure acceptance of the credit card to be charged.

FAX COMPLETED FORM TO: 843.497.1219

ATTN: Allison Cotte

Guest Information:

| | |
|--------------------|-----------------|
| Group Name: | |
| Event Date: | |
| Guest Name: | Today's Date: |
| Room Rate: | Day Time Phone: |

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 following categories of charges: (Please circle) | | | |
| Electrical Charges | | | |
| I agree to cover the above categories of charges up to a Maximum Amount of \$ _____ | | | |
| DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers payment by credit card) | | | |
| Name on Invoice/Statement _____ | | Date on Invoice/Statement _____ | |
| Invoice/Statement Number _____ | | Authorized Amount \$ _____ | |

Amount to be immediately charged to credit card for payment: \$ _____

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: _____