

Embassy Suites

9800 Queensway Blvd.

Myrtle Beach, SC 29572

Fax completed form to 843-497-1219

Attn: Tracy Weinberg, 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 [INSERT DATE], 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 only.

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

IF ORDER DATE IS AFTER [INSERT DATE], 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.