

THE HILTON COLUMBUS at Easton EXHIBIT SERVICE ORDER FORM



Conference Name:	Ohio Dermatological Association		
Exhibit Date(s):	September 22 & 23, 2017	Meeting Room:	
Set Up Time:	1:00m-3:00pm	Set Up Date:	September 22,2017
Tear Down Time:	5:00pm-6:00pm	Tear Down Date:	September 23, 2017
Firm Name:		Telephone:	
On Site Contact:		Booth #:	

**ALL PRE-ARRANGED SERVICES WILL BE GIVEN FIRST PRIORITY. ALL SERVICES MUST BE PREPAID PRIOR TO ARRIVAL
ON SITE REQUESTS ARE AN ADDITIONAL \$50.00 PER EACH SERVICE**

QTY	DESCRIPTION	PRICE EACH	TOTAL
	120 V / 1-20 AMP Circuit(std outlet)	\$35.00	
	208V / 1-30 AMP Circuit (Must specify NEMA receptacle type needed. Easton and Regent Only.)	\$165.00	
	208V / 1-40 AMP Circuit (Must specify NEMA receptacle type needed. Easton and Regent Only.)	\$175.00	
	208V / 1-50 AMP (Must specify NEMA receptacle type needed. Easton and Regent Only.)	\$185.00	
	100 AMP / Patch-In 208V 3-Phase (must specify if you need spider box - electrical panel with multiple 20 amp circuits, or if you need 3 wire or 5 wire CAM LOK adapters. (Must specify NEMA receptacle type needed. Easton and Regent Only.))	\$350.00	
	Power Strip	\$15.00	
	Extension Cord	\$10.00	
	Telephone Line plus cost of calls	\$75.00	
	High Speed Internet Access –per day	\$300.00	
	Banner Hanging – Each Banner	\$35.00	
	Sub Total		
	7.50% State Sales Tax		
	Total		

ALL ORDER FROMS MUST BE RECEIVED BY THE HILTON COLUMBUS AT EASTON BY 4:00PM, TUESDAY, SEPTEMBER 12, 2017

IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO TEST FOR CORECT VOLTAGE BEFORE CONNECTING EQUIPMENT. EXHIBITORS ARE RESPONSIBLE FOR ALL SPECIALTY ITEMS, I.E. SURGE PROTECTORS, ISOLATION TRANSFORMERS, CONVERTERS, ETC.

PAYMENT

CC# _____ EXP DATE: _____

Name of Card Holder: _____

Signature: _____

If you have any questions or need help with any items on this form, please call (614)416-8403.(fax 614-416-8444)

Please send this form and check or cc# to Hilton Columbus at Easton, Attn: Sales & Catering Department, 3900 Chagrin Drive, Columbus, Ohio 43219 or fax to (614)-416-8444.

NO RECEIPT WILL BE SENT. THIS EXHIBITOR SERVICE ORDER FORM WILL SERVE AS YOUR RECEIPT.