

THE HILTON COLUMBUS at Easton EXHIBIT SERVICE ORDER FORM



Conference Name:	Ohio Dermatological Association		
Exhibit Date(s):	September 7 & 8, 2018	Meeting Room:	
Set Up Time:	1:00m-3:00pm	Set Up Date:	September 7,2018
Tear Down Time:	5:00pm-6:00pm	Tear Down Date:	September 8, 2018
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, August 21, 2018

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.