



ENGINEERING SERVICE ORDER FORM

Installation Date:	Day:	Time:
Removal Date:	Day:	Time:
Group:		Room/Booth #:
Ordering Company:		Event Manager: Amsal Gessesse
Ordering Contact:		
Address:		
City:	State:	Zip code:
Phone number:	Email:	

ELECTRICAL POWER	QUANTITY	COST ADVANCE	COST DAY OF EVENT	TOTAL
20 AMPS, 208 Volts, single phase		\$130/day	\$170/day	
100 AMPS, 208 Volts, three phase (Service for sound- two circuits available)		\$1500/day	\$1800/day	
200 AMPS, 208 Volts, three phase (Service for lighting)		\$2500/day	\$2800/day	
Power Pack Includes 8 duplex receptacles – 50 AMPS MAX, 120 Volt, single phase		\$700/day	\$800/day	
Extension Cord Either 25' or 50'		\$40/each	\$65/each	
Quad Box Includes 4 duplex rec., no surge protection		\$40/each	\$60/each	
PHONE LINE/RENTAL FEE	QUANTITY	COST ADVANCE	COST DAY OF EVENT	TOTAL
In House Line		\$75 each	\$100 each	
In House/Local Line		\$175 each	\$200 each	
In House/Local/Long Distance		\$475 each	\$500 each	
BANNER USAGE CHARGE	QUANTITY	COST ADVANCE	COST DAY OF EVENT	TOTAL
Banner Usage Charge (\$150 minimum)		\$15 per Linear Foot	\$20 per Linear Foot	

***all power is taxed at 6%**

Email completed form to Amsal.Gessesse@hilton.com



Exhibitor Shipping Information

Packages for the hotel will be received up to a maximum of three (3) days prior to your meeting. Return shipping charges for items received outside of this window are the responsibility of the shipper. Please contact your event manager for special arrangements, if necessary.

Please include the following information when shipping:

Name of Conference

Event Dates

Guest's Name that will be retrieving the boxes on-site

The Capital Hilton

1001 16th Street NW

Washington, DC 20036

1 out of ___packages shipped

Outgoing Packages

Packages considered ready for shipping must meet all of the criteria:

- Package is secured with packing tape or strapping material
- Package is labeled with carriers shipping information
- Carriers shipping label is filled out completely and clearly – including payment information

At the end of the show/ tear down, ready packages must be left on top of the exhibit table for pick up