Doubletree Hotel by Hilton Magnificent Mile

## ELECTRICAL AND EXHIBIT SERVICE ORDER FORM

### CLIENT INFORMATION

Event Name:

Date submitted:

Client Name: Meeting Room:

Address: City/State:

Telephone:

Email Address:

Credit Card Information: Signature:

Set-Up Time & Date:

Tear Down Date & Time:

Booth/Table# or Name:

### NOTES

- All rental items are subject to applicable Illinois Sales tax
- Power services are based on 110 Volt single-phase service
- 208 Volt single phase service will be billed at two (2x) single phase price
- 120-208 three phase power will be billed at three (3x) single phase price

### ELECTRICAL SERVICE

| DESCRIPTION | QTY. | # DAYS | ADVANCE ORDER | TOTAL |
|---|---|---|---|---|
| 0-2500 watts = (1) 20 amp circuit | | | $115.00 per day | |
| 100 amp drop (LaSalle Only) | | | $350.00 | |
| Spider Box = (6) 20 amp circuits | | | $270.00 per day | |
| Other Special Request | | | | |
| | | | Total Electric Service: | |

## RENTAL ITEMS

| DESCRIPTION | QTY. | ADVANCE ORDER | TOTAL |
|---|---|---|---|
| 12' extension cord or Power Strip | | $45.00 ea/per day | |
| Wired Internet | | $75.00 ea/per day | |
| Wireless Internet | | $50.00 ea/per day | |
| DID Phone Line | | $100.00 ea/per day | |
| DID phone Line with Phone | | $150.00 ea/per day | |
| 6 X 30 Table Rental | | $50.00 ea/per day | |
| | | Total Rental Items: | |

**THE DOUBLETREE HOTEL BY HILTON CHICAGO MAGNIFICENT MILE IS NOT RESPONSIBLE FOR POWER FAILURES BEYOND ORDINARY CONTROL. CLAIMS WILL NOT BE CONSIDERED UNLESS FILED BY THE EXHIBITOR BEFORE THE CLOSE OF THE EXHIBITION**

- *Double rate will apply for orders received inside of 48 hours prior to the event*
- *Service & taxes fee will apply to all the above*
- *All clients must have certificate of insurance.*
- *Charges for electrical service listed does not include repair of exhibitor equipment on control writing*
- *Wall outlets or taps are not to be used by the exhibitor and are not considered part of the booth space*
- *All electrical material and equipment must be three (3) wire grounded and UL approved.*
- *Prices are subject to change*
- *Our staff reserves the right to refuse connection where writing constitutes a safety of fire hazard.*
- *All material and equipment furnished by the Doubletree by Hilton Hotel Chicago Magnificent Mile will remain the property of the Doubletree Hotel by Hilton Chicago Magnificent Mile*
- *The prices listed above include the installation of service to one specific point requested by the exhibitor, maintenance of the service and removal*
- *If you require special equipment or installation that is not listed under rate schedule, the service charges will be based upon labor and materials needed. The labor charges will be as follows (prices subject to change without notice)*

Please send completed Service Order form no later than 1 week prior to event to:

**Leida Sylvester**
**Convention Services Manager**
**312-224-2125 phone**
**312-787-6259 fax**
lsylvester@doubletreemagmile.com

## SHIPPING/RECEIVING:

PACKAGE / BOX DELIVERY & HANDLING:

- Client *must* notify the Hotel of all meeting-related packages sent to the Hotel prior to their delivery.
- The Hotel will deliver cartons or boxes to Client's function room(s).

PACKAGE HANDLING FEES

| PACKAGE WEIGHTS | PACKAGE HANDLING FEE (Per Box) |
|---|---|
| 1 to 10 pounds | $7.00 |
| 11 to 30 pounds | $10.00 |
| 31 to 50 pounds | $20.00 |
| 51 to 70 pounds | $30.00 |
| 71 to 100 pounds | $40.00 |
| 100 + pounds | $50.00 |

| | |
|---|---|
| Special Handling Charge | $15.00 |
| Crate | $50.00/Per Crate |
| Skids/Large Crates | $150.00/Per Skid or Crate |

- Any boxes, crates or skids shipped to the hotel 48 hours prior to group's event or individual's check in date will be subject to $10.00 holding fee, per box, per day.
- Any boxes, crates or skids left at the hotel 48 hours post group's event or individual's check out date will be subject to $10.00 holding fee, per box, per day.
- Any one article weighing greater than 100 pounds shall be the responsibility of Client for delivery, handling and set-up.
- As storage space is limited, no packages may be stored for Client without prior approval.
- Client holds harmless the Hotel, its staff and management, for any boxes, cartons, packages or articles either lost or damaged.

Meeting-related packages sent to the Hotel must be addressed to your on-site contact as follows:

Group Name:
On Site Contact's Name:
Group Meeting /Arrival Date:
c/o DoubleTree by Hilton Chicago – Magnificent Mile
300 East Ohio Street
Chicago, IL
60611
p. 312-787-6100