

# Hilton New York Electrical and Cable Services Request Form For 2011

Show Name:		Show Dates:		
Exhibiting Firm Name:				Booth #:
Address:		City	State	Zip
Telephone:	Fax:	On Site Contact:		
<b>Payment Method</b> <input type="checkbox"/> Master Card      Credit Card # _____ exp.: _____ <input type="checkbox"/> Visa <input type="checkbox"/> Amex      I also authorize charging any unpaid balance to my credit card.      Name on Card: _____ <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Other      Signature: _____				

**There will be an additional charge of \$75 for any orders received within two weeks of the first show date or on-site. Saturday, Sunday & Holidays \$150.00 labor, for on site orders.**

Outlets Item	Number Needed	Standard Rate	Labor	Cost	
5 Amps		\$180.00	N/A		
10Amps		\$210.00	N/A		
15 Amps		\$240.00	N/A		
20 Amps		\$270.00	\$100.00		
30 Amps		\$320.00	\$100.00		
<b>*208 Volts Single Ph.</b>					
*20 Amps.		\$305.00	\$200.00		
* 30 Amps		\$370.00	\$200.00		
*60 Amps		\$630.00	\$200.00		
*100 Amps		\$1070.00	\$200.00		
* 200 Amps		\$1820.00	\$200.00		
<b>*220 Volts Three Ph.</b>					
*20 Amps.		\$340.00	\$200.00		
* 30 Amps		\$410.00	\$200.00		
* 60 Amps		\$1110.00	\$200.00		
* 100 Amps		\$1620.00	\$200.00		
* 200 Amps		\$2630.00	\$200.00		
(Pole Spots (2) Max)					
150 W or 100 W		\$180.00	\$40.00		
Special Items		#	Rate	Labor	Cost
Additional Extension Cord (Min Electrical requirement of 5 amps is required to purchase this item)			\$55.00	N/A	
***Standby Electrician (7am-11pm)				\$145per 4hr min	
***Standby Electrician (11pm-7am)				\$195per /4hr min	
Cable TV (Line ONLY:)			\$495.00	\$100.00	
**Rental Water-Hose & Fittings			\$250.00	\$100.00	
**Rental Water Drain & Fittings			\$250.00	\$100.00	
**Rental Air-Hose & Fittings			\$250.00	\$100.00	
Computer Line \$4.25 per foot labor (Customer Must Supply Line)			\$5.00	N/A	
Plumber's Labor Rate Minimum 1hr.			\$125.00	N/A	
***Compressed air (per day) 120 PSI			\$150.00	N/A	

## SPECIAL NOTICE!!

New York City Code requires that no electrical equipment or apparatus be connected unless it conforms to its electrical code. Hotel will supply electrician to correct any minor infractions at stated labor cost.

### WIRING REGULATIONS BASED ON THE ELECTRICAL CODE OF THE CITY OF NEW YORK

- All electrical apparatus and splices must be installed in a metal enclosure to prevent emission of sparks
- All metal raceways. Metal lighting fixtures, metal housings of electrically powered equipment shall be grounded.
- All extension cables shall be 3-wire SJ cord or other approved type and not more than 20 ft. long. One of the wires with green colored insulation is to be used as a ground. Cable must be large enough for the load and have

### MAKE CHECKS PAYABLE TO:

Hilton New York Electrical Services  
1335 Ave. of the Americas, New York, NY 10019  
Tel: (212) 261-5754 Fax: (212) 261-5737

### PAYMENT POLICY-FORM MUST BE COMPLETED BEFORE ORDER CAN BE PROCESSED

Customers paying by check or money order must also supply valid credit card number. Payment of balances not prepaid or covered by company check will be billed directly to credit card number given at move out. By your signature you acknowledge and agree to these terms and authorize Hilton to bill your credit card. Personal or foreign checks and wire transfers not accepted.

**Do not combine payment by check with any other Hilton New York order form!**

Purchase orders only accepted from Federal, State & Local Government Agencies.

**Note: This order must be received by the Hilton not later than 15 days before opening date to ensure installation in time for opening of show. No spring type clamp, spot fixtures, or holders allowed. Only fixtures with screen-in type clamps allowed with No. 14-3 wire SJ Cord.**

### CON ED POWER CAN VARY +/- 10%

\* 1 or more 208 volt single phase and/or 220 volt three phase  
Please call 212-261-5754 for availability.

\*\*Air, Water and Drain wherever available

\*\*\* Per Function.

\*\*\*\*Power requirements of 200 amps or more requires a standby electrician for set-up, teardown, and actual event times.

PLEASE INCLUDE TAX ON ALL ORDERS.  
SEE PAGE 2 FOR TERMS AND CONDITIONS.

Late Charge	
Sub Total	
NYC Tax 8.875%	
Total	

**Hilton New York  
Electrical and Cable Services Request Form**

**Service Order Information**

1. **Payment and credit card information for service must accompany service request.**
2. Date payment is received shall determine the penalty rate of \$75.00
3. Incomplete information regarding hook-up or power requirement will delay processing
4. Booth number(s) must be identified on face of form
5. If third party billing is required, service contract must include company name c/o display house. Display house and address and contact name must be indicated on service contract. Payment Policy will apply.
6. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee of 25% of balance
7. Claims will not be considered unless filed by exhibitor prior to close of exposition at HNY service desk. Non receipt of service must be reported to HNY service prior to close of the day for verification and consideration.
8. Unpaid balances are subject to past due penalties
9. Returned checks will be subject to a \$25.00 fee plus a \$50.00 late fee.

**Important Rules and Regulations**

1. No one other than HNY electricians can make any electrical connections or install/remove cable or fixtures. Please consult HNY personnel for additional information.
2. Unless otherwise noted, all material and equipment furnished by the HNY for services shall remain the property of the HNY and shall be removed only by the HNY at the closing.
3. Permanent building utility outlets are not part of the booth space and are not to be used by exhibitors
4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited
5. All exhibitors' cords must be of three-wired type. All exposed noncurrent-carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.
8. Unless otherwise directed, HNY installers are authorized to cut floor coverings to permit installation of services.
9. For voltage fluctuations or power failure the HNY is not responsible for temporary conditions.
10. All electrical service connections (110 V) include 4 female outlets.
11. A standby electrician is required (for requests of 200amps or more) during set-up, teardown, and actual event times. See under "Special Items" on first page for labor charges.

**Voltage Requirements**

Alternating current only. (Current available, single phase 60 cycle approximately 115 Volts, single phase 60 cycle approximately 208 Volts, 3 phase 60 cycle approximately 220 Volts.) Please indicate amperes per phase leg; voltage, and number of phase required. All prices for equipment and labor quoted are subject to change.

**Liability and Insurance**

**The Hilton New York will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's employees or property on both or to any other person, prior during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the hotel. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage. Exhibitors who wish to carry insurance on their exhibits must place it at their own expense. All terms, conditions, rules, regulations and pricing are non-negotiable.**

**I have read, understood and I agree to all of the above,**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Fax Back to 212-261-5877 or Email to NYCNH-Telecom@Hilton.com. For Questions, call 212-261-5755

Exhibit Booth Form
Do not use for Meeting Rooms

Full Name of Event: [ ] Company Name: [ ]
Customer Contact: [ ] Phone: [ ] Fax: [ ]
Email: [ ]
Address: [ ] City: [ ] State: [ ] Zip: [ ]

Exhibit Booth(s): [ ]
Installation Day: [ Dbl Click & Arrow Down ] Disconnection Day: [ ]
Installation Date: [ ] There will be a 25% surcharge on same day orders. Disconnection Date: [ ]
Time: [ Dbl Click & Arrow Down ] \*Note Off Hours installation labor charges in grid below Time: [ ]

2
0
1
0

EXHIBIT BOOTH HIGH SPEED INTERNET SERVICES

Table with columns: # OF DEVICES/PCS, # OF DEVICES/PCS, TOTAL. Rows include Wired Internet Connections (Wired High Speed, Static IP, Enhanced Wired, Premium Wired), Wireless Internet Connections, Telephone (various line types), and Labor.

Comments (please attach a diagram of phone and internet placement in your booth)
[ ] (No tax on Internet)

Sub Total \$ -
Tax (8.375%) \$ -
TOTAL CHARGES \$ -

Labor Rate Grid table with columns: Mon, Tue, Wed, Thu, Fri, Sat, Sun and rows for time slots from 5:00 AM to 7:00 PM.

This form Auto-Calculates in Excel. To Download a Digital Copy, go to www.HNYprint.com
Note on Tax: There is no tax on Internet. Tax applies to Telephone and Labor Charges only.
Each "Device/PC" refers to each device with an IP address, including but not limited to computers, hubs, switches, routers, printers, and PDA's.

PAYMENT: Please provide credit card information below. If prepayment is enclosed, a credit card is still required for telephone line orders. The credit card covers the cost of any outgoing phone calls.
Card Member Name: [ ] Major Credit Card Name: [ ]
Card Number: [ ] Expiration Date: [ ]
Master Account: [ ]

I agree to be responsible for all usage charges made in connection with local and long distance service
Authorized Signature: [ ] Date: [ ]

Local and Long Distance Charges
Local and long distance usage charges per line will be billed separately to the credit card of your choice as completed below. All telephone calls are charged at the AT&T operator dial business day rate plus 35%. A local call is \$1.75 and an 800/877/855/866 call is \$1.50 in addition \$0.10 per minute after 60 minutes on local, 800/888, calling card, credit card, collect, third party calls and calls made through other common carriers(950/10xx).



## Hilton New York Cleaning Services Request Form

**Hilton New York**  
1335 Avenue of the Americas  
New York, NY 10019  
Tel: (212) 261-5752 Fax: (212) 261-5964

**Original order form and payment in U.S. Dollars must be postmarked 15 Days prior to show's opening date to qualify for discount rate. Make remittance payable to Hilton New York**

Show Name:			Show Dates:		
Exhibiting Firm Name:				Booth No.	
Address:		City	State	Zip	
Telephone:		Fax:	On Site Contact:		
<b>Payment Method</b>					
<input type="checkbox"/> Master Card		Credit Card # _____		exp.: _____	
<input type="checkbox"/> Visa					
<input type="checkbox"/> Amex		I also authorize charging any unpaid balance to my credit card. Name on Card: _____			
<input type="checkbox"/> Check/Money Order					
<input type="checkbox"/> Other					
Signature: _____					

**All cleaning and janitorial services must be performed by the HNY.  
One Booth equals 100 sq. ft (10' x 10')**

Please Indicate Type of Cleaning Required	DISCOUNT RATE	STANDARD RATE	NO. OF BOOTHS	NO. OF DAYS	AMOUNT
<input type="checkbox"/> <b>FIRST DAY CLEANING</b> Cleaning completed in preparation for first day of show	\$50	\$65	X	X 1	= \$
<input type="checkbox"/> <b>SHOW DAYS CLEANING (AFTER FIRST DAY)</b> Exhibition booth cleaned after each open show day in Preparation for next show day	\$30	\$45	X	X	= \$
<input type="checkbox"/> <b>SHAMPOO BOOTH CARPET (ONCE)</b>		\$100	X	X	= \$
<b>PERIODIC PORTER SERVICE (SHOW HOURS ONLY)</b>					
<input type="checkbox"/> Police booth floor/empty wastebaskets & ashtrays throughout show Booth over 3500 sq. ft, call for quote		\$25 per day	X	X	= \$
<input type="checkbox"/> <b>MISCELLANEOUS RENTALS</b> – Inquire at event information window or phone 212-261-5752 for equipment and price listing			X	X	= \$
<ul style="list-style-type: none"> <li>A booth is defined as any 10' X 10' or less space occupied by a single exhibit. For multiple booth exhibits including either meeting suites, peninsula or island type displays, the calculation of cleaning fees below must be made on total booth equivalents occupied by exhibit. NOTE: 8' X 10' calculates as 10' X 10'. The exhibit booth's infrastructure is inclusive of the calculation. All total dimensions are solely based on the Hilton New York function space brochure.</li> <li>There will be a service charge of \$25.00 added for any orders made out at time of show.</li> </ul>	<b>HNY PAID STAMP</b>			<b>SUB TOTAL</b>	\$
				<b>8.375% NYC TAX</b>	\$
				<b>TOTAL DUE</b>	\$

<b>SPECIAL INSTRUCTIONS</b>

<b>HNY USE ONLY</b>			
Received By: _____	C.C. Authorization _____	CK# _____	Invoice # _____



**THE BOND BUYER 501(c)3  
SUPER CONFERENCE**

- CAPITAL FOR
- HOSPITALS
  - HIGHER EDUCATION
  - CULTURAL INSTITUTIONS

September 20-21, 2010 | Hilton New York | New York, NY

Please email all orders to Brian Liberston @ [Liberston@tallen-inc.com](mailto:Liberston@tallen-inc.com)  
or call 732-682-3725

**\*\*Orders are not confirmed unless you receive a confirmation email\*\***

**EQUIPMENT RESERVATION**

**LCD & PLASMA DISPLAY**

QTY	EQUIPMENT	SHOW RATE	TOTAL
	15" Black Flat Panel Display, 4:3 Aspect Ratio	\$ 70.00	\$
	18" Black Flat Panel Display, 4:3 Aspect Ratio	\$ 120.00	\$
	20" Black Flat Panel Display, 4:3 Aspect Ratio	\$ 140.00	\$
	24" Black Flat Panel Display, 16:9 Aspect Ratio	\$ 225.00	\$
	32" Black Flat Panel Display, 16:9 Aspect Ratio	\$ 350.00	\$
	42" Black Plasma Display, 16:9 Aspect Ratio	\$ 500.00	\$
	50" Black Plasma Display, 16:9 Aspect Ratio	\$ 600.00	\$
	Wall Mounts	\$ 20.00	\$
	Single or Dual Post Floor Stand for Flat Panel	\$ 75.00	\$

**LAPTOPS / VIDEO PLAYERS / RECORDERS**

QTY	EQUIPMENT	SHOW RATE	TOTAL
	PC Laptop, Windows XP w/ DVD	\$ 150.00	\$
	PC Desktop 3Ghz, 512mb RAM, 40gb HD, 19" LCD display	\$ 150.00	\$
	DVD Player (Consumer Grade)	\$ 75.00	\$

**PRINTERS, FAX MACHINES & COPIERS**

QTY	EQUIPMENT	SHOW RATE	TOTAL
	HP LaserJet 4200 B+W printer with toner, network card and cables	\$ 180.00	\$
	HP Color LaserJet printer with toner, network card and cables	\$ 550.00	\$
	Laser Fax machine with toner	\$ 100.00	\$
	Desktop copier with toner	\$ 225.00	\$

**LCD PROJECTORS/SCREENS**

QTY	EQUIPMENT	SHOW RATE	TOTAL
	2000 Lumens projector	\$ 390.00	\$
	6' Tripod screen with skirt	\$ 75.00	\$

- Any special equipment not on list, please call Brian Liberston pricing.



Tallen Technology Rentals

Please email all orders to Brian Liberston @ [Liberston@tallen-inc.com](mailto:Liberston@tallen-inc.com)  
or call 732-682-3725

**\*\*Orders are not confirmed unless you receive a confirmation email\*\***

<p><b><u>DELIVERY DATE:</u></b> _____</p> <p><b><u>DELIVERY TIME:</u></b> _____</p> <p><b><u>DELIVERY CHARGE:</u></b> \$100 - \$200 (depending on equipment)</p>	<hr/> <p><b>SUBTOTAL</b></p> <hr/> <p><b>DEL/INSTALL/PU</b></p> <hr/> <p><b>% TAX</b></p> <hr/> <p><b>TOTAL</b></p> <p><b>\$</b></p>
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<p><b><u>DELIVERY:</u></b> Tallen Technology Rentals cannot deliver to an empty booth. If we can not deliver on the specified time and date because the Onsite Contact is unavailable or booth is not ready, the customer will be responsible for additional re-delivery costs billable at \$65/hr with 1 hour minimum charge. An Authorized Client Representative must sign for all equipment upon delivery. Any orders placed within 72 hours of delivery date may face additional fees.</p> <p><b><u>UNION SETUP FEE:</u></b> Any Freight or Drayage charges incurred will be billed in full to the customer, who assumes all responsibilities for payment.</p> <p><b><u>CANCELLATIONS:</u></b> To receive full credit, cancellations must be received 5 business days before delivery date. A minimum restocking charge of 40% will apply to all other cancellations. Any equipment cancelled on or after delivery date will be billed in whole.</p> <p><b><u>RENTAL AGREEMENT:</u></b> It is understood that the customer is renting equipment for a specific period of time, and is responsible for returning all equipment in an undamaged working condition. Customer agrees to pay for any and all damages to equipment.</p> <p><b><u>I have read, understood, and agree to all above terms</u></b></p>  <hr/> <p><b>Authorized Signature</b></p>   <hr/> <p><b>Print Name</b></p>	
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# Spring Valley Floral

DECORATING COMPANY INC.  
 Mailing Address: PO Box 760  
 Street Address: 169 Route 303  
 Valley Cottage, NY 10989

TEL: 845 268-7555 FAX: 845 268-6570  
 Web Site: www.springvalleyfloral.com

## FLORAL DECORATIONS

NAME OF SHOW: \_\_\_\_\_

SHOW LOCATION: \_\_\_\_\_

DATES OF SHOW: \_\_\_\_\_

CUSTOM FLORAL SERVICES	Cost Each	Quan.	Total
Fresh Floral Arrangement 12 - 14" High	60.00		
Fresh Floral Arrangement 15 - 18" High	65.00		
Exotic Floral Arrangement 14" High	75.00		
Exotic Floral Arrangement 24" High	90.00		

### RENTAL GREEN & FLOWERING PLANTS

Mum Plants ____ yellow ____ white ____ lavender	23.00		
Azaleas	30.00		
Green Table Plant	22.00		
Large Fern	30.00		
3-foot Green Plant	39.00		
4-foot Green Plant	49.00		
5-foot Green Plant	59.00		
6-foot Green Plant	69.00		
8-foot Green Plant	89.00		

ALL PRICES INCLUDE INSTALLATION, SERVICING, AND REMOVAL AT END OF SHOW

SPECIAL SERVICES AVAILABLE UPON REQUEST

- GARDEN AREAS
- FOUNTAINS
- HOSPITALITY SUITES
- LUNCHEONS
- BANQUETS

ON SITE ORDERS SUBJECT TO AVAILABILITY

\_\_\_\_ PLEASE HAVE YOUR DESIGNER COME BY TO MAKE SUGGESTIONS  
 DATE/TIME \_\_\_\_\_

SUBTOTAL: \_\_\_\_\_

ADD 8.875% NEW YORK SALES TAX: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ALL PLANTS INCLUDE DECORATIVE CONTAINERS  
 PLEASE CHECK ONE  
 \_\_\_\_ WHITE \_\_\_\_ BLACK

### PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to : Spring Valley Floral.

Credit Account Number

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
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Expiration Date MM/YY

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American Express (15 Digits)

Check

MasterCard (16 Digits)

Visa (13 or 16 Digits)

Authorized Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

### RETURN THIS ORDER WITH PAYMENT TO SPRING VALLEY FLORAL

Company \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ FAX \_\_\_\_\_

City, Zip, State \_\_\_\_\_ E-mail \_\_\_\_\_

Party in Charge \_\_\_\_\_ Onsite Phone Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ BOOTH # \_\_\_\_\_