



Hilton East Brunswick
Three Tower Center Boulevard
East Brunswick, NJ 08816
732-828-2000

Services Request Form

No.

PLEASE SEND TO MEETING/ CONVENTION MANAGER
ANY REQUEST RECEIVED DURING SETUP TIME WILL BE
HANDLED AFTER ADVANCE ORDERS HAVE BEEN
COMPLETED. THESE REQUESTS ARE SUBJECT TO
AVAILABILITY OF LABOR AND MATERIALS.

**ALL CHARGES WILL INCUR 23% SERVICE CHARGE &
6.625% SALES TAX**

SHOW NAME _____

SHOW DATES _____ BOOTH # _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

TELEPHONE _____

ONSITE _____

CONTACT _____

SIGNATURE _____

CREDIT CARD _____

TYPE & NO. _____

EXPIRATION _____

| Regular Fee | Early Discount | Billing Units | # of Units | # of Days | Cost |
|----------------|-------------------|------------------|---------------|--------------|------|
|----------------|-------------------|------------------|---------------|--------------|------|

Telephones

| | | | | | |
|------------------------|-----------|-----------|----------|--|--|
| House Phone (per Line) | \$ 50.00 | \$ 25.00 | Per Stay | | |
| DID Line with Phone | \$ 150.00 | \$ 125.00 | Per Stay | | |
| Total Telephone: | | | | | |

FOR ENGINEERING USE ONLY

Electrical Connections*

| | | | | | |
|--|-----------|-----------|---------|--|--|
| One Outlet - 15 or 20 amp circuit | \$ 60.00 | \$ 50.00 | Per Day | | |
| Power Strip | \$ 25.00 | \$ 20.00 | Per Day | | |
| Extension Cord | \$ 25.00 | \$ 20.00 | Per Day | | |
| 30 Amp Distribution Panel | \$ 160.00 | \$ 140.00 | Per Day | | |
| 3 Phase 100 Amp | \$ 315.00 | \$ 295.00 | Per Day | | |
| 3 Phase 200 Amp | \$ 415.00 | \$ 395.00 | Per Day | | |
| 208VAC, 30 Amp | \$ 125.00 | \$ 110.00 | Per Day | | |
| 208VAC, 30 Amp with Distribution Panel | \$ 140.00 | \$ 125.00 | Per Day | | |
| Total Electric: | | | | | |

Banner Charges

| | | | | | |
|------------------------------------|-----------|-----------|------------|--|--|
| Hang Banner (ManLift not required) | \$ 25.00 | \$ 20.00 | Per Banner | | |
| Hang Banner (ManLift required) | \$ 172.50 | \$ 150.00 | Per Banner | | |
| Total Labor: | | | | | |

Security

| | | | | | |
|----------------------------|-----------|----------|----------|--|--|
| Hold Harmless/ Lock Change | \$ 100.00 | \$ 75.00 | Per Lock | | |
| Total Security: | | | | | |

Internet

| | | | | | |
|---|-------------|-----------|---------|--|-----------------|
| Wi-Fi Internet up to 5 Users* | \$ 150.00 | \$ 125.00 | Per Day | | |
| Wi-Fi Internet 6 to 20 Users* | \$ 300.00 | \$ 275.00 | Per Day | | |
| Wi-Fi Internet for entire meeting space | \$ 1,000.00 | \$ 900.00 | Per Day | | |
| Hard Wired Internet Per Line | \$ 325.00 | \$ 300.00 | Per Day | | |
| OTHER INTERNET REQUESTS MUST BE PUT IN WRITING TO ASSESS COST | | | | | Total Internet: |

*Dependent on utilization

*ELECTRICAL CONNECTIONS:

The rates above include only the bringing of power lines to the booth in a manner most convenient to the Engineering Department and the connection of equipment to these lines provided that the equipment has the power plugs or connectors to conform to our power lines. All other material and labor necessary to make proper connection will be charged in addition to the outlet charges.

LABOR CHARGES: (if required) 1 Hour minimum \$45.00 per hour

SPECIAL NOTICE!

New Jersey State Code requires that no electrical equipment or apparatus can be connected unless it conforms to its' electrical code.

All extension cables shall be three-wire SJ cord or other approved type and not more than 25 ft long. The use of lamp cord, cube taps, or flexible cords and cables less than 14 AWG gauge wire shall not be permitted.

THE HILTON EAST BRUNSWICK WILL NOT BE HELD LIABLE FOR ANY CLAIMS ARISING OUT OF USE OF THE EXHIBIT PREMISES TO INCLUDE ELECTRICITY PROVIDED.

TO ORDER: RETURN TO HOTEL (address above) ATTN TO MEETING/CONVENTION MANAGER WITH CHECK FOR FULL PAYMENT 15 DAYS PRIOR TO OPENING DAY TO INSURE INSTALLATION IN TIME FOR OPENING OF SHOW AND TO RECEIVE EARLY DISCOUNT. A COPY WILL BE STAMPED AND RETURNED AS CONFIRMATION.

| | |
|---------------------|-------|
| Total All Services | _____ |
| 23% SERVICE CHARGE | _____ |
| 6.625% NJ STATE TAX | _____ |
| Total | _____ |